Summer 2018 ACUHO-I Opportunity

UMBC Residential Life seeks an ACUHO-I Summer Graduate Intern to serve as a central member of the Residential Life summer team. The successful candidate will work with major aspects of the summer Residential Life experience, including the supervision and coordination of Conferences and Summer Housing and completion of Residential Education summer projects and initiatives.

Residential Life at UMBC provides facilities, services, and programs that support the academic mission of the institution and enhance the quality of life for students that live on campus. Residential Life staff encourages the personal, social, academic, and leadership development of resident students and prepare them to be active and responsible citizens within the UMBC community and beyond.

Primary Responsibilities:

Summer Conferences
- Work closely with the Assistant Director for Conferences and Marketing to ensure successful implementation of the summer conferences program at UMBC.
- Assists with the Supervision 26 undergraduate Conference Assistants and 3 Lead Conference Assistants
- Coordinate regular meetings with student conference team
- Oversee operational aspects of the summer conference operation such as room preparation, keys, check-ins, and communication with outside stakeholders
- Assist with coordination of the front desk for each area staffed by student employees.
- Serve as a liaison between Residential Life and other University offices as needed to facilitate the management of conferences
- Lead students and colleagues in the coordination of a high level of customer service to all conference guests and coordinating groups.
- Provide evening and weekend support for conference staff as necessary.
- Other duties as assigned.

Summer Projects and Other Opportunities
- Involvement in Residential Education projects and initiatives based on candidate interest, such as: redesign of student staff evaluation process, planning of student staff training, restorative justice initiatives, residential curriculum initiatives, and living-learning programs.
- Learn about the summer housing assignments process in coordination with the Operations and Assignments team.
- Collaborate with other areas of the Division of Student Affairs including but not limited to: Student Life, Mosaic Center, and Campus Recreation.
- Connect with other universities and departments within the University of Maryland system and the Baltimore/DC area.

Requirements:

Preference will be given to post-Bachelors level students enrolled in a master’s program. Experience working within a residential environment is preferred, but not required. Candidates must an interest in working with diverse populations of students, a positive attitude, and the ability to function within a team environment.

The start and end date for this internship are flexible, but preference will be given to candidates who can accommodate a start date of May 24, 2018 or earlier.
Remuneration:
The ACUHO-I intern will receive the following compensation:

- Salary of $400 per week for up to 9 weeks, for 40 hours per week (some evenings and weekends required) with negotiable start and end dates.
- Summer meal plan to use at on-campus dining facilities
- A furnished, air-conditioned apartment including utilities, extended basic cable and internet.
- Designated office space and resources within the Residential Life office.
- Membership to the Retriever Activity Center on-campus

About the University of Maryland, Baltimore County

UMBC is a public, Honors University located ten minutes outside the city of Baltimore, Maryland. A member of the University System of Maryland, UMBC has an enrollment of approximately 13,500 students. Located adjacent to the city of Baltimore and less than an hour away from Washington D.C., UMBC is a great place to spend the summer.

University Mission

UMBC is a dynamic public research university integrating teaching, research and service to benefit the citizens of Maryland. As an Honors University, the campus offers academically talented students a strong undergraduate liberal arts foundation that prepares them for graduate and professional study, entry into the workforce, and community service and leadership. UMBC emphasizes science, engineering, information technology, human services and public policy at the graduate level. UMBC contributes to the economic development of the State and the region through entrepreneurial initiatives, workforce training, K-16 partnerships, and technology commercialization in collaboration with public agencies and the corporate community. UMBC is dedicated to cultural and ethnic diversity, social responsibility and lifelong learning.

Residential Life Diversity Statement

UMBC is a community composed of students, faculty, and staff of different cultures, sexes, genders, ethnicities, socioeconomic backgrounds, religious affiliations, races, sexual orientations, and levels of ability. We take pride in that diversity. Each of us must do our part to encourage productive interaction and relationships among the residents who live in our residence halls and apartments. Residential Living exposes students to individuals and experiences that will help them learn about themselves and others, and how the differences and similarities they discover impact their daily lives. We believe that there is a great deal to be learned, taught, and shared by each of us.

Residential Life Vision Statement

Residential Life co-creates exceptional and innovative living learning environments for our campus community.

For More Information:
To inquire about the ACUHO-I internship opportunities available at UMBC for Summer 2018, please contact:

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