



**Department:** Housing and Residence Life  
**Position:** Event Housing Liaison  
**Employment Dates:** May 11, 2026 – July 31, 2026

**Duties and Essential Job Functions:**

*Guest Experience & Operations*

- Create positive first impressions by delivering outstanding service to guests and staff in person and by phone
- Manage seamless transitions by coordinating check-ins/outs and key audits for all residential summer events
- Design memorable moments by planning and executing experiences and events for new students and families during overnight Orientation stays
- Maintain facilities standards by identifying and reporting maintenance concerns to keep our spaces in top condition
- Resolve guest needs by completing lockouts and responding promptly to requests

*Leadership & Team Participation*

- Stay connected and informed through weekly staff meetings and one-on-one meetings with your intern mentor
- Grow your leadership toolkit by actively participating in training and professional development opportunities
- Collaborate across the team by maintaining positive relationships with the EHL team, interns, HDs, and AD over Summer Event Housing

*Behind-the-Scenes Excellence*

- Keep operations running smoothly by completing desk logs, office hours at the HRL front desk, and other administrative responsibilities
- Prepare our halls for summer stays by performing building walkthroughs and key organization
- Provide 24/7 support through the duty rotation (including weekends and holidays), addressing concerns and ensuring guest safety

**Requirements:**

- Must be an enrolled undergraduate student at TCU for the upcoming academic year
- Must be an undergraduate living in TCU housing
- Must maintain a 2.75 cumulative GPA and be in good academic standing
- Must be in good judicial standing with the University and the department of Housing and Residence Life
- Student account must be in good financial standing
- Must live on campus for the entire term of employment
- Must work a minimum of 20 hours per week (including evenings, weekends and holidays)
- May take classes as needed throughout employment and must speak with the AD supervisor prior to committing

**Preferred Skills:**

- Customer Service
- Teamwork
- Critical Thinking
- Administration
- Communication

**Compensation:**

- The position is based on 20 hours of work per week
- Full room credit of single room based on availability in assigned residential area
- Full meal plan credit for assigned staff meal plan
- Monetary stipend totaling \$2,400 dollars paid on a bi-weekly basis