Housing Host
A Housing Host is an individual who provides office and special event support for University Housing. A Host will work an average of 15 hours per week. Nine hours will be scheduled and occur in the Housing Office, located in Sanford Hall. Six hours will be "field time" when the Host assists with special events such as opening, preview days, marketing promotions, and Green Carpet Events. Housing Host applications are due Thursday, November 20, 2014 and should be submitted to the Housing Office, located in Sanford Hall.

Responsibilities
1. General Responsibilities
   - Represent University Housing in an appropriate manner in terms of dress and behavior (both on and off duty)
   - Remain up to date on current trends and developments in the student-housing market of Milledgeville
   - Attend scheduled staff meetings and maintain communication with supervisor
   - Attend scheduled one-on-one meetings with assigned Community Director
   - Provide stellar customer service to housing residents and guests
   - Perform other duties as assigned
2. Serve at least 9 hours per week in the Housing Office
   - Provide administrative support to Housing staff as needed, including but not limited to answering phones, filing and other duties as assigned
3. Prep the tour rooms prior to each scheduled tour, meet tour group, assist Ambassador as needed
   - Communicate engagingly with large and small groups of students, parents and guests fully answering any questions or refer to appropriate office
   - Hand-write birthday cards to residents and postcards to parents
4. Serve at least 6 hours per week in the field
   - Prepare and distribute marketing and research materials such as bulletin boards
   - Personally deliver packages to residents
   - Serve as a representative of one specific hall to provide content to the hall’s Facebook page and assist hall staff in promoting events
   - Attend hall programs and events to take photographs
   - Participate in weekly Green Carpet Events
   - Assist with departmental events such as EBI, renewal, preview days, etc.
   - Upon request, engage in “secret shopper” and market research activities
Requirements

- Minimum of a 2.3 cumulative GPA
- Available to work evenings and occasional weekend special events (opening, closing, Fallfest, Springfest, etc.)
- Experience living in on-campus housing in the residence halls or at The Village
- Must be in good standing with the Judicial Board and University Housing Student Conduct Process

Note: Preference will be shown to candidates who currently live on-campus and those with graphic design or photography skills.