Description
A Housing Host is an individual who provides front desk office support and completes various marketing/communication tasks for University Housing.

A Host will work an average of 15 hours per week. Nine hours will be scheduled and occur in the University 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 Friday, March 18, 2016 and should be submitted to the University Housing office, located in Sanford Hall.

Responsibilities
A) Provide stellar customer service to housing residents and guests
B) Serve at least 9 hours per week in the Housing Office
C) Provide administrative support to Housing staff as needed, including but not limited to answering phones, filing and other duties as assigned
D) Represent University Housing in an appropriate manner in terms of dress and behavior (both on and off duty)
E) Remain up to date on current trends and developments in the student-housing market of Milledgeville
F) Attend scheduled staff meetings and maintain communication with supervisors
G) Communicate engagingly with large and small groups of students, parents and guests fully answering any questions or refer to appropriate office
H) Serve at least 6 hours per week in the field
I) Serve as a representative of one specific hall to provide content to the hall’s Facebook page and assist hall staff in promoting events
K) Participate in weekly Green Carpet Events
L) Prepare the tour rooms prior to each scheduled tour, meet tour group, assist Ambassador as needed
M) Prepare and distribute marketing and research materials such as bulletin boards
N) Assist with departmental events such as EBI, renewal, preview days, etc.
O) Personally deliver packages to residents
P) Hand-write birthday cards to residents and postcards to parents
Q) Perform other duties as assigned

Requirements
- Minimum of a 2.3 cumulative GPA
- Available to work evenings and occasional weekend special events
- Experience living in campus housing
- 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.