



University Housing

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" where the Host assists with special events such as opening, preview days, marketing promotions and Green Carpet Events.

Housing Host applications are due Tuesday, March 26, 2019 and should be submitted to the University Housing office, located in Sanford Hall.

Responsibilities

- A. Provide stellar customer service to housing residents, families, guests and Georgia College staff
- 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. Knowledgeable and up to date on all provided department information
- E. Follow current trends and developments in the student housing market of Milledgeville
- F. Attend scheduled staff meetings and maintain communication with housing staff and supervisors
- G. Represent University Housing and Georgia College in an appropriate manner in terms of dress and behavior (both on and off duty)
- H. Communicate engagingly with large and small groups of students, parents and guests by leading tours and fully answering any questions or refer to appropriate office
- I. Serve at least 6 hours per week in the field
- J. Serve as the communications representative to one residence hall by providing content for the hall's Facebook page, assisting the hall staff in promoting events and distributing marketing materials
- K. Assist with departmental events such as EBI, contract renewal, preview days, etc.
- L. Prepare tour rooms prior to tours, assist Student Ambassadors as needed
- M. Personally deliver packages to residents
- N. Prepare birthday cards for residents
- O. Participate in tabling events and Green Carpet events
- P. Perform other duties as assigned

Requirements

- Strong communication skills
- 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.