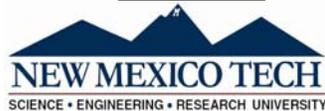


Posted: March 10, 2022



Housing & Residential Life Summer Conference Internship

About Socorro, New Mexico:

Socorro (population 9000) is located in the Central Rio Grande Valley, 76 miles south of Albuquerque and 194 miles North of El Paso, Texas. Socorro and its surroundings are enjoyed by mountain bikers, runners, astronomers, hikers, campers, rock climbers, birders, geologists, rock hounds, photographers, and people who like the slower pace of a small-town life. Socorro has a rich history with many resources located around town, such as the El Camino Real Heritage Center. New Mexico Tech (NMT) offers a variety of summer time activities to students, faculty, and staff such as the institution's 18-hole golf course, swim center, gymnasium with weight room and sports equipment, an indoor rock wall, various outdoor recreation activities through the Office of Physical Recreation, and more. Please check out NMT's website (www.nmt.edu) for more information.

Internship Description:

The Housing & Residential Life (HRL) Summer Conference Intern will report to the Residential Life Coordinator of Summer Conferences and will oversee all facets of HRL's Summer Conference Program. This position is a full-time position (40 hours a week) with an anticipated start day of May 16, 2022 and an anticipated end date of August 5, 2022. Please see below for further information regarding the position.

Please browse HRL's website (<https://nmt.edu/reslife/>) for more information regarding the Office of Housing & Residential Life.

Internship Qualifications:

Past work or leadership experience in residence halls or conference services is preferred.
Strong verbal and written communication and strong organizational skills.
Must be able to work independently.
Must have strong interpersonal skills.
Must be self-motivated.

Internship Duties:

The Intern will:

- Report to the Residential Life Coordinator of Summer Conferences.
- Supervise a student staff of 4 to 6 Conference Assistants (CAs).
- Supervision includes but is not limited to: Linen distribution, conference check ins and check outs, night time area "duty" coverage, serving as a liaison between Conference Groups and Facilities Management (FM) and assisting the Housing & Residential Life Professional Staff Team with their transition to the Fall semester.
- Schedule, plan, and offer logistical support to CAs, conference groups, and FM.
- Host weekly staff meetings for CAs.
- Ensure all contract paperwork is completed timely and accurately.
- Confirm that appropriate information and materials are distributed to conference groups during their tenure in NMT University Housing.
- Assist in the creation of assessment surveys to distribute to conference groups during their tenure in NMT University Housing.
- Perform other administrative duties as assigned.

Compensation:

The Intern will receive:

A fully furnished on-campus apartment with private bath, air conditioning, and internet service.

The Prospector meal plan consisting of 65 meals and 100 Tech \$\$.

An hourly pay rate of \$13 an hour at a rate of 40 hours per week.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 037, Socorro, NM 87801