



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Internship Staff Vacancy

Position: Building Management Internship

Department: Office of University Housing

Qualifies for MGMT 398 or 498 and HGMT 498 Internships through MCOBA

Interns will be responsible but not limited to

- **Daily Business Operations of assigned Residence Hall(s)**
 - Interns will receive daily and weekly reports from Building Managers to prepare for camp/conference check in's.
 - Ensures that camp/conference rooms are ready prior to check in
 - Ensure that keys and card access is ready prior to camp- conference check in
 - Ensure that the correct level of service is ready for camp/conference rooms
 - (see Camps and Conference rate sheets)
 - Prepare paperwork for camp/conference check in and out
 - ensure that keys and cards access is returned upon guest check out
 - Interns will be trained in StarRez property management systems for business operations
 - Interns will assist with Front Desk Agent training, payroll, and supervision
 - Interns will need to be responsible for FDA shifts if Building Management needs
- **Interns are responsible for Daily Facility Operations of assigned Residence Hall(s)**
 - Intern will conduct daily building walks to ensure security of building
 - Check common space cleanliness such as lobby and community rooms
 - Intern will be responsible for daily maintenance reporting through StarRez
 - Interns will be responsible for closing out daily maintenance through StarRez
 - Interns will be responsible GTR (Go to room) report to follow up maintenance
 - Interns will be responsible for assisting and overseeing summer maintenance crew
 - Interns may be asked to perform special projects or tasks for respective Building Manager
- **Interns are responsible for Daily Reporting and Office Skills**
 - Interns will be responsible for daily shift reports and journals to Building Management