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