



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

Staff Vacancy

Position: Business Operations/Marketing/Projects Graduate Assistant

Department: Office of University Housing

- Website Updating
 - Housing.louisiana.edu
 - Work with the office of Marketing and Communications to update properly
 - Manage Web Forms
 - Post Important upcoming events and news
 - Update pictures
 - Collaborate with the Office of Residential Life to update pages
 - Life on Campus and Current Students
- StarRez Portal Assistant Manager
 - Design and implementation of the StarRez Portals for Students and the Camps and Conference Attendees
- Assist in the supervision of the Marketing/Public Relations/Social Media/Graphic Design Intern
- Manage the Housing Digital Screens
- Create Preview day and orientation power points
- Manages the Housing Giveaways
- Attends and works Preview Days and Orientation Expo informational sessions
- Updates informational documents for admissions and for University recruitment events
- Show Room Coordinator
- Attends weekly housing management team meetings
- Camps/Conferences/Executive Suites Coordinator
 - Receives and responds to inquiries concerning Camps/conferences/and Randolph Hall Executive Suites Reservations
 - Submits to Director for approval and distribution:
 - Quotes and Contracts
 - Performs Group Bookings Management within StarRez
 - Room Assignments of Camps and conferences housing in University Housing during the summer sessions.
 - Room assignments of special groups/guests
 - AIE, IEP, Bridge, Upward Bound, J1 Exchange, Randolph Executive Suites
 - Ensures that rooms and all is ready for Randolph Hall Check-ins
 - Responsible for billing of all Camps/Conferences/Executive Suites
- Housing Contract Release Advocate