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
- Collaborate with the Office of Residential Life to update pages
- 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