The George Mason University Office of Housing and Residence Life welcomes all qualified candidates to apply for the position of **Summer Guest Manager** for summer 2019.

**Responsibilities:**
The **Summer Guest Manager** (SGM) will be responsible for managing the intern housing program. The SGM will manage all communications to and from interns during the late spring and summer months. During the late spring months, the SGM will work to allocate deposit amounts and process payments, as well as assist in assigning interns to room spaces. During the summer months, the main responsibilities will include coordinating intern check-in and check-out days. The SGM will also assist with summer school/summer camps and conferences check-ins and check-outs as appropriate.

- Assist in assigning and managing 400+ summer interns in StarRez.
- Prepare residential facilities for incoming interns, including but not limited to: coordinating pre-check in room inspections, working with IT to ensure Wi-Fi login credentials have been created, and making sure welcome packets have been created.
- Assist with all communication to and from interns, including but not limited to: responding to intern inquiries in the Stay email account and sending out email communications, such as move-in letters, check out instructions, etc.
- Fiscal responsibilities, including but not limited to: contacting intern guests regarding overdue payments, depositing payments at the Cashier’s Office, and providing documentation to the fnical team for daily reconciliation.
- Attend bi-weekly meetings with the Housing and Residence Life summer student staff (Wednesdays at 7:30PM).
- Be present during all major intern check-in/check-out dates to troubleshoot any problems that may arise.
- Ensure the desks are properly equipped with all intern-related resources.
- Other duties as assigned by the supervision team or other members of the Residence Life professional staff

**Qualifications:**
Candidates must have strong leadership and interpersonal skills, exhibit professionalism, and the ability to work successfully within a team. To be eligible for the **Summer Guest Manager** position, students must achieve and maintain a 2.50 cumulative and semester GPA, be in good standing with the University (student conduct, financially, etc.), and complete a background check. Preference will be given to candidates with prior experience within Housing and Residence Life, especially as a Head Resident Advisor, Resident Advisor, Head Desk Assistant, Desk Assistant, or Summer Staff member. Preference will also be given to individuals with past experience or coursework in hospitality management/business operations and familiarity with the residence halls at George Mason University.

**Time Commitments:**
The **Summer Guest Manager** position will begin training on April 19th, 2019. Training hours will consist of a weekly meeting and on-boarding tasks to help the individual acclimate to the role. The **Summer Guest Manager** will begin working on May 20, 2019, and end on/by August 12, 2019. The **Summer Guest Manager** will work approximately 40 hours per week. With supervisor approval, the **Summer Guest Manager** may have up to 5 hours of academic commitments per week (summer classes, internships, etc.). Overnight/extended time away from campus must be approved by the supervisor in advance.

**Compensation:**
The **Summer Guest Manager** position will include the following:
- On-call/duty requirement will be compensated in the form of on-campus housing accommodations, a single bedroom, in an assigned residential community.
- A $2000 total stipend will be provided for the Summer 2019 term of employment (April 19th, 2019- August 12th, 2019.)
- The SGM may cover desk shifts, and will be paid hourly at a rate of $9.50 per hour.

**To Apply:**
Please apply via the linked [OneDrive Form](#). For full consideration, application materials must be submitted by April 1st, 2019. If you encounter issues applying through the OneDrive Form and/or have any questions about the position descriptions please contact Anthony (Tony) Berardo via email at: aberardo@gmu.edu.