Conference and Event Services

Summer Housing & Event Intern

The CHES Intern for the Office of Residence Life at the University of Delaware will work with the Conference Summer Housing Manager and staff and will report to The Conference sales and Housing Manager. The Intern will perform specific tasks that will vary based on the needs of Conference Services as well as the interests of the Intern.

I. The CHES internship at the University of Delaware is a rich opportunity for an intern with a dual interest in being provided experience in a robust summer desk operation and sales and event planning. This experience comes with the opportunity to learn and work with the conference and event staff in a variety of settings. A final determination of the events and projects will be made after the intern has been selected.

II. The intern will spend about 75% of their time at UD serving as Summer Conference Housing Assistant Manager. In this capacity, the intern will:

- Supervise, train, and develop a desk staff of approximately 25-30 team members.
- Develop and maintain key inventory for over 3000 bed spaces within Event Guru and Google Docs.
- Grow opportunities to share the UD experience with conference guests.
- Represent Conference and Event Services needs to partner in Facilities, Custodial Services and other units.

III. Qualifications:

A. The CHES intern should be pursuing their Bachelor’s or Master’s degree in Student Affairs; College Student Personnel; Higher Education; Hotel, Restaurant and Institutional Management; Business Administration or comparable program.

B. Successful candidates will demonstrate the following:

- Good organizational, computer and communication skills.
- An ability to work independently and within a group setting.
- The ability to take the initiative in setting goals.
- A genuine interest in and willingness to work with students.
- An understanding of student concerns and issues.

C. The CHES internship begins Mid to late May and concludes August 11, 2019. Dates can be adjusted due to scheduling conflicts.

D. The CHES internship will require evening and weekend commitments.

IV. Compensation:

A. The CHES intern will be compensated with:

1. A stipend of $3200
2. A limited meal plan
3. A furnished Residence Hall room for the term of the contract. The apartment comes with basic furnishings and includes:
   - Utilities
   - cable TV hook up
• Linen package

B. The CHES intern will be provided access to a University computer and University email account.

V. University of Delaware and the Newark Community

A. The University of Delaware

The University of Delaware was founded in 1743 and has developed into a major university. As one of the oldest land-grant institutions, as well as a sea-grant, space-grant and urban-grant institution, Delaware offers an impressive collection of educational resources.

The University enrolls over 16,000 undergraduates and nearly 5,000 graduate students. As a state-assisted, privately controlled institution, the University seeks to enroll students from diverse backgrounds and a wide variety of geographic regions. Currently, 60 percent of Newark campus undergraduates are nonresidents who represent nearly every state and several foreign countries.

B. Newark

The main campus of the University, situated in the northwest corner of the state in the town of Newark offers a traditional small-town college atmosphere in a location that affords easy access to major cultural and entertainment centers in nearby metropolitan areas. The I-95 corridor is minutes from campus and the shore resorts of Delaware, New Jersey are about two hours away.

To apply:
Send a cover letter and resume to Cathy Matthews at matthews@udel.edu.

Employment offers will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University's Notice of Non-Discrimination can be found at: http://www.udel.edu/aboutus/legalnotices.html