



Conference Services Coordinator

Summer 2023 Internship with UNC Conference Services

OVERVIEW

As the official on-campus student housing department at UNC-Chapel Hill, Carolina Housing works to provide convenient housing that is safe, inclusive and supportive. We strive for students to experience a welcoming home in our on-campus communities, build life-long friendships and develop skills for their current and future success as they journey through their Carolina experience.

Over 5,000 guests will visit Carolina from mid-May through the end of July. Our guests range in age from children to adults in groups of 2 to 800+. We also arrange intern housing in our apartment complex for students participating in internship opportunities in both the Research Triangle and at UNC.

The Research Triangle UNC is home to several other institutions, and we assist our summer interns in networking with colleagues at various institutions based on their areas of interest. The institutions closest to UNC are as follows; *Duke University, North Carolina Central University, and North Carolina State University*.

The Conference Operations Office is composed of the Assistant Director of Conference and Guest Services (I.e., Joshua Levine-Ingebretson), who is supervised by the Director of Administrative Services (I.e., Richard Bradley). During the summer we will have 3 interns supervising our student staff and assisting with camp/conference client relations.

PURPOSE AND GOALS OF INTERNSHIP

Our internship goal is to foster an understanding and appreciation for working at a mid-sized, public, research institution. Intern(s) have an opportunity to experience various aspects of Carolina Housing's departmental initiatives during the summer months. As a part of the Summer Conference Operations team, the intern(s) directly contributes to the preparation and implementation of summer operations, giving an immersive internship experience. The intern(s) will receive a broad perspective of the department while also being able to provide valuable feedback/information from their respective institutions. Each intern will also be able to develop their leadership, supervision, and organizational skills from this position. This experience is largely driven by the intern's interests and developmental needs. The Conference Operations Intern(s) will be supervised/mentored by the Assistant Director of Conference and Guest Services.

ESSENTIAL FUNCTIONS AND OPPORTUNITIES

Preferred availability dates:

- Start: Monday, May 15th, 2023
- End: Tuesday, August 1st, 2023, and no later than Friday, August 4th, 2023.

Essential Functions include:

- Logistical support of conferences multiple conference groups; before, during and after sessions
- Dual-Supervision of student staff; Conference Assistant team is up to 25 student staff
- Meet with clients regarding camp/conference needs
- When needed oversee check-ins and/or check-outs occurring in the halls
- Work with staff to manage services such as linen orders, guest housing, etc.
- Assist with evaluation of summer training and staff evaluations
- Run weekly staff meetings
- Scheduling staff
- Approve timecards
- Serve in conference on-call rotation. Occasional late night calls where an on-site response may be required. Work hour flexibility allows for flex time when/if on-site response is required.

EXPECTATIONS

- Attend weekly and Summer Operations meetings
- Attend and/or lead weekly student staff meetings
- Attend bi-weekly one-on-one meetings with supervisor
- Weekly Office Hours

OPPORTUNITIES INCLUDE

- Shadowing experience with the following positions in our department: Director, Assistant Directors within the Department, and members of the Division of Student Affairs
- Meet with key student affairs administrators to develop networking and a broader sense of student affairs
- Visits to local colleges and universities Housing and Student Affairs departments, such as Duke, NC State, NC Central, and/or Elon.
- Networking with other Interns at UNC and surrounding institutions
- Other projects/interests/experience expressed by the intern
- Weekly Intern seminar series provided by Student Affairs.

Essential functions necessary for the position in the area of communications include the ability to: read report, gather and analyze data and compile information for written reports; prepare written memorandums and documents and compile the numerous forms needed in the daily operation and communicate effectively, both orally and in written manner, with clients, guests and staff. Nonessential job responsibilities include having the ability to operate various types of office equipment including an office computer with basic programs such as Microsoft Word and Excel

REMUNERATION

- Pay is \$14.00 per hour for up to 40 hours per week (averages 20-32 hours per week)
- Furnished, air-conditioned, one bedroom apartment on campus will be provided at no expense, including utilities, kitchen unit, and internet connections.
- Our partners in Carolina Dining Services (CDS) value the interaction with and the support of our interns during the busy summer conference season. For this reason, they provide each intern

with one complimentary meal a day so that interns can be present in Dining Halls and engage with clients as needed.

Previous Intern Testimonial

- "The best part of the internship with Carolina Housing was all the great people I got to work with and meet. In Conference Services, I got to work with an amazing fellow intern and supervisor as well as a team of students. Everyone in this department is so supportive and was such a great team to work with. In the larger Carolina Housing department, there are so many passionate and dedicated individuals who deeply care about their work and the people they work with. It was an amazing experience getting to work with people who are all so dedicated and supportive of each other."
 - Ailie MacLennan (2021)
- "The aspect of the internship that I loved the most was the ability to expand my network through meeting with so many different professionals. I feel like I learned so much from listening to the experiences of others, and they offered a lot of great insight around work and life and gave me some great things to think about."
 - Shayli Florine (2021)
- "What I enjoyed the most from my internship with Carolina Housing is gaining a lot of personal development and networking opportunities. As well as the educational courses provided by student affairs."
 - Alondra Castaneda (2022)

CAROLINA INFORMATION

The University of North Carolina at Chapel Hill was the nation's first state university to open its doors and the only public university to award degrees in the 18th century.

Authorized by the N.C. Constitution in 1776, the university was chartered by the N.C. General Assembly Dec. 11, 1789, the same year George Washington first was inaugurated as president.

The cornerstone was laid for Old East (now a residence hall), the nation's first state university building, Oct. 12, 1793. Hinton James, the first student, arrived from Wilmington, N.C., Feb. 12, 1795.

Now in its third century, the University offers 78 bachelor's, 112 master's, 68 doctorate and seven professional degree programs through 14 schools and the College of Arts and Sciences. More than 29,000 undergraduate, graduate, and professional students learn from a faculty of 3,600. Carolina's 282,886 alumni live in all 50 states and more than 140 countries.

Carolina enrolls 80% of its undergraduate class from North Carolina. The 2026 class had 57,198 applicants. Our newest class is comprised of nearly 5,400 students. Approximately 18% of these Tar Heels are the first in their families to attend college.

The 729-acre central campus includes the two oldest state university buildings, Old East and Person Hall. Old East and Playmakers Theatre, an 1852 Greek-revival building are National Historic Landmarks.

The American Society of Landscape Architects selected the Carolina campus as one of the most beautifully landscaped spots in the country.

CHAPEL HILL INFORMATION

Quick Facts

- Nickname: *The Southern Part of Heaven*
- Area: 21.1 square miles Population: 59,862
- Average Apartment Rent: \$1,400.00
- Median Property Value: \$397,700.00
- Median Household Income: \$67,426.00
- Median Age of Residents: 26.4

Major Employers:

- University of North Carolina at Chapel Hill
- UNC Hospitals
- Chapel Hill/Carrboro City Schools
- Blue Cross/Blue Shield of NC

Chapel Hill is named for the Church of England New Hope Chapel, which once stood atop the hill's crossroads. The history of the Town is inextricably linked to the University. The Town was, in fact, created to serve the University. When the University of North Carolina Board of Trustees chose the area around New Hope Chapel as the site for the first State university in 1793, they also named a committee to lay out a town adjacent to the site.

The original map of the Town, drawn in 1798, shows 24 two-acre lots and six four-acre lots wrapping around the northern, western, and eastern fringes of the campus. These 30 parcels, sold at public auction to the highest bidder, were squared off along six streets including a proposed 290- foot-wide "Grand Avenue" running out of the campus through what is now Henderson Street and the Cobb Terrace area.

By 1859, the Town covered 820 acres forming a rectangle bounded roughly by Sunset Drive, Penick Lane, Tenney Circle and Gimghoul Road. The Town retained these boundaries for almost a century with the first modern annexation taking place in 1950, bringing in the Northside school (currently known as the Orange County Multi-Purpose Center on Caldwell Street Ext.) and 275 acres known locally as the Strowd Hill area. Annexation since then has proceeded at a steady pace, and the Town now encompasses about 21 square miles.