Summer Conference Assistant Full Time Position Description

*Live-In Position*

**Salary Remuneration:**
- Room and $500 per week stipend for contracted time of employment.
- Interim housing available upon written request.

**Availability:**
- Some positions begin at the close of the residence halls for the Spring Semester and run through the opening of the halls for the Fall Semester.
- Six nights may be taken off during the employment session as approved by the HD.

**Conditions for Employment:**
- Completion of application.
- May not hold additional employment during contracted time.
- Must be registered for current Summer Session or Fall Semester of academic year.
- Register for no more than three credits of traditional classes per summer session (internships and research credit will be examined on a case-by-case basis).
- Weekend and holiday hours required.
- Criminal background checks are required prior to employment.

**Minimum qualifications for successful candidates should include, but are not limited to:**
- ✓ Availability during the dates and times needed to complete mission
- ✓ Demonstrated ability to take initiative/ Self-motivated
- ✓ Awareness of building layout, operations, and resources
- ✓ Demonstrated knowledge of Housing and Residence Life services, resources, and programs
- ✓ Ability to work well with students, parents, families and a diverse clientele
- ✓ Ability to function as a public relations figure and display enthusiasm about our University.
- ✓ Excellent public relation skills for Orientation tours
- ✓ Must possess excellent, accurate, and timely - verbal, written, and administrative skills
- ✓ Demonstrate outstanding problem solving ability and good judgment
- ✓ Record of excellence in customer service
- ✓ Ability to evaluate and plan for school year hall operations
- ✓ Good academic standing

**Duties and Responsibilities:**
- Successfully complete initial training sessions and complete on-going training.
- Know and perform security, fire safety, and crisis management procedures.
- Identify and report inappropriate behavior of clientele.
- Complete housekeeping and linen duties.
- Perform customer service responsibilities.
- Conduct building tours for Orientation families and prospective students.
- Complete facilities and housekeeping work requests.
- Know and perform front desk services on an assigned schedule (16 hours per week).
- Identify and respond to facility emergencies.
- Complete guest check-in and check-out administrative duties.
- Attend regular staff meetings.
- Maintain building security by doing building rounds.
- Participate as a working member of two committees or task forces.
- Complete all other duties as assigned by Hall Director and Committee Chairpersons.
- This position is a full time position and outside employment is not allowed.
- Fall preparations