

Summer 2012 - Summer Conference Assistant Brief Job Description & Related Information

The Conference Assistant (CA) is responsive to the needs of various conferences and camps brought to the KU campus through the Office of Conference Services. The CA must be a live-in staff member. Only those able to reside on campus in a residence hall will be considered. It is imperative that the CA can commit to work from 5/15/12 through 8/13/12. In addition, all CAs must have a valid driver's license.

The CA's responsibilities do not allow them to take any classes during the summer session (with the exception of on-line classes with approval from the Director). If on-line classes are approved and taken by the CA, the Office of Conference Services cannot provide tuition remission. You will be responsible for all tuition and associated fees.

Compensation:

Housing: Single room in a residence hall
Meals: Furnished meals at the South Dining Hall for duration of employment contract**
(** during the SDH's normal operating schedule)
Salary: \$2,500.00 stipend

Extended job description:

Pre-conference - The CAs will be responsible for damage checks in all of the buildings at the beginning of the summer before the first conference arrives and before each subsequent conference arrives. This includes room checks, bathrooms, lounges, (etc.). The CA will also be responsible to make sure specific set-ups are completed and that the necessary equipment or supplies is available to the building or the camp directors prior to the start of each camp. The CAs are also responsible to make sure that the proper informational signs are posted and maintained in residence halls at all times.

Conference – The CAs are responsible for overseeing all camp check-ins (there could be several check-ins occurring simultaneously). This may include guests' room assignments, the transfer of keys to individuals residing in residence halls, problem solving,... At all times, two CAs will be on campus duty and will be responsible for all aspects of the conference program. This includes doing campus-wide rounds to make sure that the CA staff, University staff and the camp directors are able to function according to their needs. The CA is responsible to make sure procedures are followed and policies are enforced to the best interest of the University.

Post-conference - The CAs are responsible for overseeing/staffing all of the camp check-outs. This includes completing all post camp processes (paperwork, damages, equipment return,...), so the residence hall is prepared for the next camp.

Training: All CAs will be required to attend training week beginning on May 14, 2012. During training each CA will be given instruction on performing their jobs along with complete Conference Services manuals to use as a reference tool. There are many more details that will be discussed during the training period. If you have any questions or concerns, please feel free to contact the Office of Conference Services for clarification.

Key characteristics:

- * Ability to deal with all types of people.
- * Good business, professional and in-person mannerisms; friendly and helpful to guests and staff; enthusiastic.
- * Ability to do physical labor (lifting/moving of tables, chairs, dorm room furniture, audiovisual equipment, linens, etc.).
- * Patience, understanding and ability to take a firm position when needed (a tolerance for frequent interruptions).
- * Ability to spend periods of time without direct supervision and answer questions based on knowledge of camp/conference and campus policies, but also have the ability to work as part of team.
- * Ability to be under pressure at times with a large number of guests.
- * Must be flexible to accommodate the needs of the guests – since duties and groups may change frequently over the summer.