

## *Summer 2010*

### *Head Conference Assistant Job Description & Related Information*

**Brief job description:** The Head Conference Assistant (HCA) is responsive to the needs of various conferences and camps brought to the KU campus through the Office of Conference Services. They are responsible for the supervision of the Conference Assistant under the direction of the Conference Services administrative team.

The HCA must be a live-in staff member. Only those able to reside on campus in a residence hall will be considered. The HCA will be assigned to an apartment on campus and will be living with the other HCAs.

Typically HCA's **may not take summer classes** due to the nature of the position. It is imperative that the position is filled from 5/10/10 through 8/10/10. Those interested in working only during the summer sessions will not be considered for either position.

#### **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: \$2,000.00 for new head staff members  
\$2,200.00 for returning head staff members

#### **Extended job description:**

Pre-conference - The HCAs will be responsible to make sure damage checks have been completed in all of the residence halls prior to the arrival of the first camp and before each subsequent camp arrives. The HCA will also be responsible to make sure specific set-ups are completed and that the necessary equipment or supplies is available to the CA's or camp directors prior to the start of each camp.

Conference - The HCAs will be responsible to oversee all check-ins. There could be several check-ins occurring simultaneously. The HCA will be a resource for the CAs in regards to problem solving, supplies, etc. The HCA will be responsible for 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 HCA is responsible to make sure procedures are followed and policies are enforced to the best interest of the University.

Post-conference - The HCAs will be responsible to oversee all check-outs. The HCA is responsible to make sure that each CA has completed all of the final paperwork required to close out a camp. They will be responsible to make sure the final paperwork is returned to the Office and that the return of University equipment is completed in a timely manner.

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.

**Training:** All HCAs will be required to attend training beginning on May 10, 2010. During training each HCA will be given instruction on performing their jobs along with complete Conference Services manuals to use as a reference tool.

#### **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 since duties and groups may change frequently over the summer.