



## **SUMMER (Conference) ASSISTANT JOB DESCRIPTION**

Start Date: May 8, 2016 (after Finals completed)

(Possible Duty Dates to Volunteer for in Advance, May 5, 6, and 7)

End Date: August 27, 2016

General Expectations: Summer Assistants work extensively with the JCU community and outside customers through working with new student orientations, Reunion Weekend, and other JCU conference groups. The position responsibilities will be in the following areas: summer conferences and administrative work in the main office of Residence Life. We are looking for self-motivated individuals who are proud to be part of the JCU community, look to represent the best of JCU to outside groups and guests, want to have fun, and who do not mind performing some lifting and moving.

Reports to Assistant Director of Residence Life and Summer Graduate Assistant(s)

### **Summer Conference Responsibilities**

- Attend a Weekend Training Session on Sunday, May 8, 2016
- Perform check-in and check-out procedures for conference guests
- Set and remove linens from rooms for guests
- Make beds within residence hall rooms
- Work with on-site Conference Coordinators for last minute needs and concerns
- Prepare, distribute, collect, and inventory keys/temporary cards for each conference group
- Inspect rooms and common areas for cleanliness and submit work orders for maintenance/cleaning issues
- Provide desk service for conference groups when needed
- Provide overnight, on-site coverage in halls for conference groups (8:00 PM – 8:30 AM)
- Assist with inventory, measuring, and reorganizing of storage areas
- Other duties as assigned

### **Office of Residence Life Responsibilities**

- Assist the Assistant Director with key inventories for conferences and fall term
- On a rotational basis (approximately 1-2 days a week), work from 8:30 AM to 5:00 PM at the Res. Life Office desk
- Answer telephone calls/emails for Residence Life
- Assist with data entry projects, filing, and damage billing
- Run errands to copy center, business office, etc.
- Prepare mailings
- Sit duty in the Hall Office from 8 PM – 12 AM (which includes sleeping in the building until 8:30am) as needed for conferences or other office events
- Other duties as assigned

**Qualifications:**

- A positive attitude and a flexible demeanor
- Self-Motivated
- A strong customer service orientation
- Dedication to the JCU community
- Strong attention to detail
- Ability to perform light to medium manual labor
- Enrolled as JCU student for Fall 2016
- Sense of humor and desire to have fun

**Remuneration:**

The Conference Crew receives a \$3,637.00 stipend in addition to a shared room (single room if possible) in Dolan Hall, internet service, and cable.

**Position Expectations:**

All Summer Assistant staff members attend daily meetings with the Summer Graduate Assistant to make sure that all tasks are completed or their progress is updated and evaluated.

Summer Assistants work approximately 30 hours per week (including evening/weekend duty shifts) – some weeks may be more and other weeks may be less depending on conference and summer housing schedules and needs. Hours may include weekend conference work.

All Conference Crew members will receive 5 days off with permission of their supervisor.

***Vacation days may not be taken May 8-May 27, June 3-6, June 16-June 20, July 1-2, July 5-29 or August 7-29.***

***CONFERENCE CREW MEMBERS ARE NOT PERMITTED TO TAKE CLASSES DURING THE SUMMER UNLESS THEY ARE IN THE EVENINGS.***

Additional employment (on or off campus) must be discussed with the Assistant Director prior to accepting a position.

***WITH THE REPUBLICAN NATIONAL CONVENTION THIS SUMMER, VACATION TIME WILL BE LIMITED TO CERTAIN WINDOWS. HOWEVER, THIS WILL BE AN OPPORTUNITY TO WORK WITH MORE GROUPS AND GAIN EXPERIENCE!***