



SAN DIEGO STATE
UNIVERSITY

HOUSING CONFERENCE SERVICES

POSITION DESCRIPTION

POSITION TITLE: **Conference Assistant**

ORGANIZATIONAL UNIT: **Office of Housing Administration**

REPORTS TO: **Housing Coordinator**

GENERAL DESCRIPTION OF POSITION:

The Conference Assistant (CA) will report and receive work assignments from the Housing Coordinator (HC). The CA works directly with group leaders in facilitating logistical arrangements for conference groups. The CA lives on campus and responds to the day-to-day needs of conference participants.

CONDITIONS OF EMPLOYMENT:

The Conference Assistant may not take any summer school classes.

SPECIFIC RESPONSIBILITIES:

TRAINING

1. Must attend and receive certificate for Environmental Health and Safety Training, Fire Alarm Training and Defensive Driving.
2. Staff meetings and training attendance is mandatory. Assistance with training is required.

ADMINISTRATIVE DUTIES:

1. Attend weekly senior staff meetings.
2. Acts as a liaison for SDSU Housing Conference Services in assuring that accommodations for lodging, meetings and other arrangements are provided for as specified in each conference group's contract.
3. Provides room assignments for group participants. Inspects residence halls for damages before and after each group.
4. Works with Facilities Coordinator to ensure proper setup of meeting facilities in a timely manner. Assists with set-up of tables, chairs, AV equipment, etc., as needed.
5. Oversees check-in/check-out of conference participants; prepares welcome materials; coordinates distribution and collection of room keys.
6. Keeps an inventory of all keys throughout the stay of each group, orders missing keys within 24 hours of departure.
7. Meets weekly with other senior staff members and several times weekly with Housing Coordinator to provide and receive information about conference groups.
8. Prepares a variety of reports and paperwork relating to the billing of conference groups and tracking of conference participants. All paperwork must be submitted within 48 hours of the departure of each group.
9. Picks up mail and messages daily from the Cuicacalli Front Desk and the Office of Housing Administration.
10. Lives in a residence hall and is "on-call" and available to handle problems and

emergencies.

11. Carries a cellular phone at all times and responds to all calls in a timely manner.
12. Is available on campus at all times during the summer, except during pre-approved vacation periods. The CA must secure approval from the HC before leaving his or her assigned area.
13. Attends all pre-summer and summer training sessions. Assists with training as needed.
14. Other duties as assigned by the HC.

REQUIREMENTS:

1. Must be eligible for employment as a student assistant. Must be enrolled at SDSU in the Spring 2017 semester, and must be eligible for continuing enrollment at SDSU in Fall 2017 semester.
2. Must wear Housing Conference Services Uniform while working in the office or with conference guests.
3. Must maintain good academic standing with the university (current grade point averages will be verified prior to hiring of all staff; student in danger of becoming academically disqualified will be withdrawn from consideration).
4. Must have the ability to maintain a good working relationship with university staff, conference staff, conference attendees, residents and visitors. Must be able to maintain a professional manner in all situations.
5. Experience: must have one or a combination of the following:
 - a. One year of work experience in a job involving interaction with the public.
 - b. One academic year as a Resident Advisor or student assistant
 - c. The equivalent of two summer's experience as a camp counselor or leader of an organization that interacts with guests of at least high school age
6. Ability and willingness to transport self across campus quickly and on short notice.
7. May not take classes during the summer.
8. Must be available for the ENTIRE period of employment shown in the "dates of employment" section.
9. Must be available for Senior Staff training (to be announced) and on-site team training training May 23 - May 26, 2017.

DATES: May 1 - August 24, 2017

SCHEDULE: Approximately 30 - 40 hours per week. Weekend and evening work is required; work schedule and hours will vary considerably from week to week.

COMPENSATION: \$11.85/hr

NUMBER OF POSITIONS AVAILABLE: Approximately 2

