Drexel University  
Summer 2017 Conference  
Assistant Job Description

POSITION DESCRIPTION: Conference Assistant (CA) 2017

REPORTS TO: Associate Director of Event and Conference Services

POSITION OVERVIEW:

The Summer Conference Assistant (CA) is an undergraduate/graduate student who is a member of the Event and Conference Services and Department of Campus Services Staff serving in the special capacity required by the summer housing program. The Associate Director of Event and Conference Services will directly supervise the CA with assistance from the Lead Conference Staff. The CA’s primary responsibilities are to assist in the operation of the summer conference program. Since the Summer Conference Assistant is the University’s primary contact with conference guests, it is necessary for the Summer CA to maintain a professional, helpful, positive attitude that supports a successful summer conference program.

Terms of Employment

1. The appointment as a Summer Conference Assistant is for the Summer conference season of 2017 only beginning June 16th - September 9th.
2. Compensation is free housing in a University-owned Residence Hall for the summer term as well as an hourly rate.
3. Summer Conference Assistants receive a full room credit for the summer quarter. Federal law requires that the Office of University Housing communicate with the Financial Aid Office regarding all dollars received by each individual staff member’s financial aid package.
4. The Summer Conference Assistant is required to reside in the residence halls.
5. As is customary for part-time positions, the Summer Conference Assistant will require an average of 20 hours per week. This includes nights, weekends and University Holidays. (Hours will vary according to the needs of the conference season.)
6. Summer Conference Assistants must be available one out of two of the holiday weekends during Summer 2017 – July 4th weekend and Labor Day weekend.
7. Vacations or any periods of time away from campus (greater than 3 days) must be approved by the Associate Director of Event and Conference Services.
8. Conference Assistants must attend MANDATORY CA Training Sessions from June 19th-23rd, 2017 and be available for the start of conference season, June 24th.
9. First conference group arrives on June 16th (Staffing will be based on availability).

Qualified candidates must meet the following requirements:
   a. Status as a full time student at Drexel University (12 credits min.)
   b. Maintenance of minimum term and cumulative G.P.A. of 2.5
   c. Be in good judicial standing (no active sanction during period of employment)
   d. Must not be on co-op during the Summer 2017.

General Responsibilities

1. Participate in evening duty rounds, weekend desk coverage in Residence Halls and Check-In/Check-Out sessions for visiting groups as scheduled by the Associate Director for Conference Services or Lead Conference Assistant.
2. Attend pre-conference training as scheduled by Conference Services.
3. Attend weekly staff meetings as scheduled by the Associate Director of Event and Conference Services.
4. Assist with pre-check-in and post-check-out room audits.
5. Be helpful to any other staff member who may desire cooperation involving residence hall problems or summer conference concerns.
6. Maintain accurate communication for conference guests (bulletin boards, pamphlets, etc.).
7. Cooperate with other staff by being consistent and assertive in enforcing the residence hall and university policies.
8. Confront and document all problems, concerns and violation of residence hall and university policies.
9. Set up and break down summer conferences as needed. Conference program set up includes the distribution of pillows, blankets and supplies to all conference rooms. Conference program breakdown includes collection of all pillows, blankets and summer conference supplies to be stored for the year.
10. Distribute conference supplies as necessary (for example: flyers, mail, and other supplies).
11. Be responsible for the use and maintenance of all keys (including sub master and room keys).
12. Weekly staffing of the Linen Room during weekday “Office Hours”.
13. Assist with Mail Room responsibilities, specifically the organization and distribution of customer mail.

Personal Responsibilities

1. As a staff member, all members of the Conference Assistant team are responsible for complying with the student code of conduct and the regulations, which govern the University housing program as stated in the Drexel University Student Handbook.
2. Project a caring, concerned, approachable and professional demeanor in order to facilitate communication and establish relationships with summer conference guests, fellow staff members (including all levels of University Housing/Residential Living staff), and other members of the University community.
3. Explain intent and reasons for university and residence hall policies to summer conference guests.
4. Support University and departmental missions, policies, practice, decisions, and personnel in a positive manner.
5. Know and observe all housing and University policies and regulations.
6. Assume a set of acceptable behavioral standards by virtue of being a role model in the residence community.
7. Other duties as assigned by the Associate Director of Event and Conference Services or any University Housing/Residential Living professional staff.