Drexel University
Conference Assistant Job Description
Summer 2013

POSITION DESCRIPTION: Conference Assistant (CA) 2013

REPORTS TO: Associate Director for Conference & Event Services

POSITION OVERVIEW:

The Conference Assistant (CA) is an undergraduate/graduate student who is a member of the Event and Conference Services Office serving in the special capacity required by the summer conference program. The Associate Director for Conference Services will directly supervise the CA with assistance from the senior conference staff (other full time staff, co-op, intern, and/or lead CA). The CA's primary responsibilities are to assist in the operation of the summer conference program. Since the Conference Assistant is the University's primary contact with conference guests, it is necessary for CAs to maintain a professional, helpful, positive manner that supports a successful summer conference program.

Terms of Employment

1. The appointment as a Conference Assistant is for the summer 2013 only.
2. Compensation is free housing in a University-owned Residence Hall and $225-250 stipend for the summer term. (Depending on years of service).
3. Summer Conference Assistants receive a full room credit and stipend 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 Conference Assistant is required to reside in the residence halls. Typically he/she is assigned to a single room.
5. As is customary for part-time positions, the Conference Assistant will require an average of ***20 hours per week***. This includes nights, weekends and University Holidays.
6. Conference Assistants must be available on the two holiday weekends during Summer 2013 – July 4th weekend (June 29-30 and/or July 6-7, 2013) or Labor Day weekend (August 31, September 1-2, 2013).
7. Vacations or any periods of time away from campus (greater than 3 days) must be approved by the Associate Director for Conference Services.
8. Conference Assistants must be available at the start of the conference season and attend **MANDATORY CA Training Sessions from June 17-21, 2013**
9. Qualified candidates must meet the following requirements:
    a. Status as a full time student at Drexel University (full time credit load)
    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)

General Responsibilities

1. Participate in evening duty rounds, weekend desk coverage in Residence Halls and Regular and New Student Orientation Check-In/Check-Out sessions as scheduled by the Associate Director or Lead Conference Assistant. Evening duty rounds on weeknights includes covering the front desk of residential halls for up to two hours.
2. Occasional Linen Room staffing and assistance, if necessary.
3. Attend weekly staff meetings as scheduled by the Associate Director.
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. Cooperate with other staff by being consistent and assertive in enforcing the residence hall and university policies.
7. Confront and document all problems, concerns and violation of residence hall and university policies. Conference Assistants must be able to explain the intent and reasons for university and residence hall policies to summer conference guests.
8. 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.
9. Distribute conference supplies as necessary (for example: flyers, mail, and linens packets.)
10. Follow all policies regarding the proper use and maintenance of all keys.
11. Bulletin Board preparation and break-down at the beginning and end of the summer term.

Personal Responsibilities

1. All Conference Assistants are responsible for complying with *the Student Code of Conduct* and the regulations which govern the University housing program as stated in the *Occupancy Agreement* and 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. Support University and departmental missions, policies, practice, decisions, and personnel in a positive manner.
4. Know and observe all housing and University policies and regulations.
5. Assume a set of acceptable behavioral standards by virtue of being a role model in the residential community.
6. Other duties as assigned by the Associate Director for Conference Services.