Title | Conference Assistant

Job Type | Student Employee

Division | Administrative and Business Services, Drexel Business Services

Department | Event and Conference Services

Job Description: The Summer Conference Assistant (CA) is an undergraduate/graduate student who is a member of the Office of University Housing/Division for Administrative and Business Services Staff serving in the special capacity required by the summer housing program. The Associate Director for 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 manner that supports a successful summer conference program.

Examples of Duties and Responsibilities:

- Participate in evening duty rounds, weekend on call schedule in Residence Halls and Check-In/Check-Out sessions for visiting groups as scheduled by the Director of Event & Conference Services or Lead Staff Member.
- Occasional Linen Room staffing and assistance, if necessary.
- Attend pre-conference training as scheduled by the Director of Event & Conference Services
- Attend weekly staff meetings as scheduled by the Director of Event & Conference Services.
- Assist with pre-check-in and post-check-out room audits.
- Be helpful to any other staff member who may desire cooperation involving residence hall problems or summer conference concerns.
- Maintain accurate communication for conference guests (bulletin boards, pamphlets, etc.).
- Cooperate with other staff by being consistent and assertive in enforcing the residence hall and university policies.
- Confront and document all problems, concerns and violation of residence hall and university policies.
- 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.
• Distribute conference supplies as necessary (for example: flyers, mail, and other supplies).
• Be responsible for the use and maintenance of all keys (including sub master and room keys).
• As a staff member all members of the linen crew 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.
• 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.
• Explain intent and reasons for university and residence hall policies to summer conference guests.
• Support University and departmental missions, policies, practice, decisions, and personnel in a positive manner.
• Know and observe all housing and University policies and regulations.
• Assume a set of acceptable behavioral standards by virtue of being a role model in the residence community.
• Other duties as assigned by the Associate Director for Conference Services or any University Housing/Residential Living professional staff.

A strong marketplace is essential to recruiting and retaining today’s student. It is the mission of Drexel Business Services to operate and expand a marketplace that delivers high quality services that are customer responsive, built on strong internal and external partnerships, and is integral to the financial strength of Drexel University.

Drexel Business Services is a part of the Division of Administrative and Business Services, overseeing services for three campuses including campus dining, retail management, the university bookstores, vending, identification card services, the student centers, event and conference services, parking services, printing and mailing, and university housing.

Qualifications

• The appointment as a Summer Conference Assistant is for the Summer term only.
• Compensation is free housing in a University-owned Residence Hall and $225 stipend for the summer term (depending on years of service).
• 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.
• The Summer Conference Assistant is required to reside in the residence halls. Typically he/she is assigned to a single room.
• 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.
• Summer Conference Assistants must be available on the three holiday weekends during Summer 2014 – Weekend before and after July 4th and Labor Day weekend.
• Vacations or any periods of time away from campus (greater than 3 days) must be approved by the Director for Event & Conference Services.
• Conference Assistants must be available at the start of the conference season and attend
• MANDATORY CA Training Sessions
• Qualified candidates must meet the following requirements:
  o Status as a full time student at Drexel University (full time credit load)
  o Maintenance of minimum term and cumulative G.P.A. of 2.5
  o Be in good judicial standing (no active sanction during period of employment)
  o Be registered for classes, not co-op, during the Summer 2014

**Minimum Education** | N/A
**Number of Positions** | 20
**Campus** | University City
**Location** | Creese Student Center
**Room Number** | 001
**Contact Name**: Anthony Dagrosa
**Contact E-Mail Address**: dbs@drexel.edu
**Primary Phone**: 215.895.2520