Title | Drexel Conference Services Co-Op Position

Job Type | Co-op

Division | Administrative and Business Services, Drexel Business Services

Department | Event and Conference Services

Job Description |

Drexel Conference Services provides accommodations for internal (Drexel Affiliated) guests and external guests during the Summer Term. The Spring-Summer Co-Op will assist with daily operations for the Drexel Conference Services program.

The primary responsibilities of the Co-Op position include planning for and management of the 2014 Summer Conference Season. The Co-Op position reports to the Associate Director of Conference Services.

Examples of Duties and Responsibilities:

- Overseeing daily operations, staff scheduling, room key and supplies management, etc.
- Assisting with Staff Training: ordering food, organizing training events and sessions.
- Engaging in verbal and written communication to Conference Services Staff, conference guests, colleagues from Drexel departments and external clients.
- Managing room audits and room condition reports prior to and after group check out.
- The Co-Op will be assigned managerial tasks; specifically helping to oversee the Conference Services Staff (Conference Assistants, Linen Crew and Late-Stay Orientation Leaders).
- The Co-Op will be responsible for preparing invoices and check-in paperwork.
- Planning and management of the Housing Portion of New Student Orientation (July/August). This includes, but is not limited to: Running Hyperion Reports for student/guest attendance, Managing Student/Parent Check-In and Check-Out, and attending NSO Planning and Feedback meetings.
- The Co-Op position requires high energy, dedication and a willingness to have fun and be creative in a fast-paced environment!
- Other duties as assigned.

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**

- Applicant must have completed his/her first year of study at Drexel University.
- Must be a team player, customer service oriented, and possess a strong work ethic.
- Must be able to multi-task in a fast-paced environment.
- Must be able to innovate in order to improve and streamline daily operations.
- Must be proficient with computer software applications (Microsoft Word, Excel, and database management). Knowledge of Graphic Design (Photoshop) is highly preferred.
- Must possess excellent communication (oral and written), interpersonal, and organizational skills.
- Knowledge of Drexel’s Residential Community and an interest in Meeting Planning, Hotel/Restaurant Management or Student Life/Residential Life is also preferred.

**Minimum Education** | Completion of first year of study at Drexel University

**Number of Positions** | 3

**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