

**Drexel University**  
**Summer 2020**  
**Conference Assistant Job Description**

**POSITION DESCRIPTION:** Conference Assistant (CA) 2020

**REPORTS TO:** Associate Director of Conference Services

**POSITION OVERVIEW:**

The Conference Assistant (CA) is an undergraduate/graduate student who is a member of the Conference Services office serving in the special capacity required by the summer housing program. The Associate Director of Conference Services will directly supervise the CA with assistance from the Conference Services Co-ops. 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 the CA to maintain a professional, helpful, positive attitude that supports a successful summer conference program.

**TERMS OF EMPLOYMENT:**

The appointment as a Conference Assistant is for the Summer conference season of 2020 **only** between **June 17, 2020 - September 12, 2020.**

1. Compensation is free housing in a University-owned Residence Hall for the summer term and monthly stipend as well as an hourly rate for additional shifts.
2. Conference Assistants receive a full room credit for the summer quarter. Federal law requires that the Housing and Residence Life Office communicate with the Financial Aid Office regarding all dollars received by each individual staff member's financial aid package.
3. The Conference Assistant is required to reside in the residence halls.
4. Hours of the Summer Conference Assistant will include nights, weekends, and University Holidays. (Hours will vary according to the needs of the conference season.)
5. Summer Conference Assistants must be available two full weekends per month during Summer 2020.
6. Summer Conference Assistants must be available one out of two of the holiday weekends during Summer 2020.
  - a. *July 4<sup>th</sup> weekend* **OR** *Labor Day weekend*
7. Vacations or any periods of time away from campus (greater than 3 days) must be approved by the Conference Services Co-ops.
8. Conference Assistants **must** attend **MANDATORY** CA Training Sessions **from June 17th-19th, 2020** and be available for the start of conference season, **June 20th.** First conference group arrives on **June 20th** (Staffing will be based on availability).

Qualified candidates must meet the following requirements:

- Status as a full-time student at Drexel University (12 credits min.)
- Maintenance of minimum term and cumulative G.P.A. of 2.5
- Be in good judicial standing (no active sanction during period of employment)
- Must not be on co-op during Summer 2020.

## **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 Conference Services Co-ops.
2. Be on-call and hold the duty phone, outside of office hours, in order to address any questions or concerns conference guests may have.
3. Weekend job responsibilities are required, hours may vary.
4. Attend pre-conference training as scheduled by Conference Services.
5. Attend bi-weekly staff meetings as scheduled by the Associate Director of Conference Services.
6. Assist with pre-check-in and post-check-out room audits.
7. Be helpful to any other staff member who may desire cooperation involving residence hall problems or summer conference concerns.
8. Maintain accurate communication for conference guests (bulletin boards, signage, etc.).
9. Cooperate with other staff by being consistent and assertive in enforcing the university policies.
10. Confront and document all problems, concerns, and violations of university policies.
11. Set up and break down summer conferences as needed. Conference program set up includes the distribution of linen packets to all conference rooms. Conference program breakdown includes collection and organization of all linen sets for linen pickups.
12. Distribute conference supplies as necessary (for example: flyers, mail, and other supplies).
13. Be responsible for the use and maintenance of all keys (including sub master and room keys).
14. Assist with Mail Room responsibilities, specifically the organization and distribution of guest 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 Housing and Residential Life 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 and Co-ops or any Housing and Residence Life professional staff.