Position Summary
The Conference Assistant (CA) is a student assistant position within the department of Housing at the University of South Alabama (South). Appointments are made on a temporary basis during the employment period of May 22, 2024 – August 18, 2024.

Duties & Responsibilities
- Staff the Conference Housing office/desk during normal business hours and some weekend hours as needed
- Provide customer service and administrative support at various group check-in / check-out locations
- Involvement in all phases of Conference Housing operations including but not limited to pre-arrival/post-departure room inspections and key packet assembly/collection/audits
- Work to ensure complete customer satisfaction from beginning-to-end of the conference group’s experience
- Maintain a positive attitude and contribute to team efforts
- Willingness to accommodate guests' changing needs in a mature and tactful manner
- Serve as a primary staff member in weekly conference and residential on-call rotation
- Attend weekly staff meetings
- Assist with student housing transitions (i.e., summer to fall)
- Work 20 hours a week on average
- Demonstrate a high level of accuracy and attention to detail in daily work
- May assist with other Summer Housing tasks and duties as assigned

Requirements & Qualifications
- Be in good academic and conduct standing with the University and department of Housing
- Cumulative GPA of 2.5 or higher at time of hire
- Currently enrolled at South (Spring 2024)
- Must live in an assigned residence hall throughout entire employment period
- Must have completed an Academic Year 2024-2025 housing contract in MyUSAHousing
- Strong understanding and commitment to displaying advanced customer service skills
- Excellent communication and interpersonal skills
- Must be able to carry/lift/push/pull amounts up to 40lbs.
- Knowledge or willingness to learn about South and USA Housing
Conference Assistant
Summer 2024

• Ability to effectively and positively represent South and USA Housing
• Maintain availability during entire employment period (May 22, 2024 – August 18, 2024):
  o May not hold additional summer employment
  o Vacation requests must be approved prior to beginning of season

Compensation
Compensation includes a furnished room in an assigned community, unlimited laundry access, and free utilities (including digital cable and internet). Hours worked will be paid at $8.25/hr, up to 20 hours a week.

Training
Summer Conference Assistant training will be held on May 22-23, 2024. A weekly staff meeting will also occur throughout the summer. Attendance is required at all training events.

Questions
For questions or additional information, contact Lauren McAnally, Assistant Director, Marketing & Communications, by email (lmcanally@southalabama.edu) or phone (251-341-3814).