

Conference Assistant

Summer 2020

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 11, 2020 – August 17, 2020. This position reports directly to the Community Director, Camps & Conferences.

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 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
- Other 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 2020)
- Must live in an assigned residence hall throughout entire employment period
- Must have completed an Academic Year 2020-2021 housing contract in [My USAHousing](#)
- Strong understanding and commitment to displaying advanced customer service skills
- Excellent communication and interpersonal skills

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- Must be able to carry/lift/push/pull amounts up to 40lbs.
- Knowledge or willingness to learn about South and USA Housing
- Ability to effectively and positively represent South and USA Housing
- Maintain availability during entire employment period (May 11, 2020 – August 17, 2020):
 - *May not hold additional summer employment*
 - *May not be enrolled in May Semester courses*
 - *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 \$7.25/hr, up to 20 hours a week.

Training

Summer Conference Assistant training will be held on May 11 – May 15, 2020. A weekly staff meeting will also occur throughout the summer. Attendance is required at all training events.

Application

To apply for this position **download and complete the application online at bit.ly/USAHousingJobs**. Submit your completed/printed application packet and resume to Emily Powell, Area Coordinator, at Central Housing Office, Delta Commons 100 (DLTC 100) or via JagMail (emilypowell@southalabama.edu).

Questions

For questions or additional information, contact Emily Powell by email (above) or phone (251-460-6466).