

# SUMMER ↓ CONFERENCE → ASSISTANTS ↑ *Wanted*

***Earn \$11/hour***

***Housing and 7 meals per week provided***

For more information, visit  
[www.studentcenter.uci.edu](http://www.studentcenter.uci.edu)  
Please apply by February 4, 2016 • 5:00 p.m.



A311 Student Center  
Irvine, CA 92697-2050  
(949) 824-5252

January 6, 2016

Dear Summer Conference Assistant Applicant:

Thank you for your interest in the Summer Conference Assistant position. The Summer Conference Assistant position is exciting and challenging, as well as demanding in terms of time and commitment. We have put together this application package to provide all applicants with a clear and comprehensive understanding of the requirements of the position.

In this packet you will find: 1) a schedule of the selection process; 2) a job description; 3) an application. Please read this packet carefully, complete the application and return to the Student Center & Event Services Office, A311 Student Center, by **5:00 p.m., Thursday, February 4, 2016**. You must be a current UCI student. Spring/Summer 2016 graduates are not eligible to apply for this position. Please keep in mind that only completed applications will be considered.

If you have any questions, please contact the Student Center & Event Services Office at (949) 824-5252 or the housing offices at Mesa Court (949) 824-6177, Middle Earth (949) 824-5976 or Arroyo Vista (949) 824-3900.

Good luck!

The Summer Conference Assistant Selection Committee

## 2016 SUMMER CONFERENCE ASSISTANT SELECTION TIME LINE

January 6– February 4, 2016

### **APPLICATIONS AVAILABLE**

Student Center & Event Services, A311 Student Center  
Mesa Court Housing Office  
Middle Earth Housing Office  
Campus Village Housing Office  
Arroyo Vista Housing Office

Online: [www.studentcenter.uci.edu](http://www.studentcenter.uci.edu)

February 4, 2016, 5 p.m.

### **APPLICATIONS DUE**

Student Center & Event Services, A311 Student Center  
(Monday – Thursday, 8:00 a.m. – 5:00 p.m.)

February 12, 2016

### **Notification of Interviews:**

Applicants will be notified via email as to whether or not they have been granted an interview by end of business day.

February 16-18, 2016

### **Interview Signups:**

Applicants granted an interview must sign up at the Student Center & Event Services Office (A311 Student Center, 8:00 a.m. – 5:00 p.m.) for an interview time.

February 22-24, 2016

### **Individual Interviews**

March 4, 2016

### **Notification of selected Summer Conference Assistants.**

Candidates will be notified via email as to whether or not they have been offered the Summer Conference Assistant position by the end of the business day.

March 10, 2016

Summer Conference Assistants must turn acceptance form in a sealed envelope to Student Center & Event Services Office, A311 Student Center, by 5:00 p.m.

## STUDENT SUMMER CONFERENCE ASSISTANT JOB DESCRIPTION

Summer Conference Assistants (CAs) assist the Student Housing Staff and Student Center & Event Services Staff in the overall implementation of University and non-University summer conference programs. The information listed below provides an overview of the position as well as the requirements for CA applicants.

DEPARTMENT: Student Housing and Student Center & Event Services

POSITION SUPERVISORS: Student Housing and Student Center & Event Services Staff

STARTING DATE: June 13, 2016, with move-in on June 11\*, 2016 (\*subject to change)  
(includes mandatory Summer Training)

ENDING DATE: Approximately August 31, 2016. Some assignments may be extended or shortened based on the needs of the complex. (A limited number of positions will be available through September 15, 2016. Indicate your availability on the application.)

APPLICATION DUE DATE: Thursday, February 4, 2016 at 5:00 p.m.  
Student Center & Event Services Office (A311 Student Center)

SALARY: \$11.00/hour

Flexible work week, average of 20 – 30 hours/week. CAs must work varied office hours to coincide with the conference schedule. Hours include weekday hours, as well as overnight duty shifts and weekend shifts. All shifts are on a rotating basis between staff members. **Flexible employment outside of this position may be permitted with prior approval from your supervisor.**

*\* Work assignments may differ between complexes.\**

HOUSING: Must live in assigned residential complex during employment. Housing & seven (7) meals per week will be provided at Lot 5 or Pippin Dining Commons. Dining commons hours/availability subject to change.

SPRING ORIENTATION: **CONFERENCE ASSISTANTS MUST BE AVAILABLE FOR THREE (3) SPRING QUARTER ORIENTATION SESSIONS (dates/times subject to change; location TBD):**

**Friday, May 13 3:00 p.m. – 5:00 p.m.**

**Friday, May 20 3:00 p.m. – 5:00 p.m.**

**Friday, May 27 3:00 p.m. – 5:00 p.m.**

EXPERIENCE AND KNOWLEDGE PREFERRED:

- A commitment to customer service
- Good interpersonal communication skills
- Assertiveness
- Ability to cope in high-pressure situations
- Strong organizational and time management skills
- Flexibility
- Knowledge of UCI Campus and surrounding community
- Experience in college leadership, public service, and/or hotel work
- Computer skills including Word & Excel

**APPLICANTS MUST BE CURRENT UCI STUDENTS.  
SPRING/SUMMER 2016 GRADUATES ARE NOT ELIGIBLE TO APPLY.**

## SUMMER CONFERENCE ASSISTANT REQUIREMENTS

**The most important aspect and responsibility of this position is a willingness to serve.** In addition to this principle, the following description outlines the responsibilities that a Conference Assistant is required to perform as a staff member. While this job description is general enough to apply to all Conference Assistants, **individual CAs will be expected to perform additional duties as required by the nature of the different residential complexes.**

**Under the direction of Student Housing and Student Center & Event Services Staff, the Conference Assistant is:**

- 1. Responsible for conference registration duties:**
  - Check-in/check-out of guests according to procedures.
  - Distribution and collection of room keys, meal cards and parking permits.
  - Knowledge of actual conference schedule in order to answer questions pertaining to the conference.
  - On-site room assignment changes where necessary.
  - Completion of alphabetical registration lists on-site where necessary.
- 2. Responsible for trouble shooting for conferences:**
  - Walk through the housing facilities prior to and after occupancy to insure all arrangements are in order.
  - Assure courteous handling of all guest complaints & requests.
  - Occasional custodial work as assigned (supplying linens/towels when necessary, etc.)
  - Assess damages vs. normal wear and tear for all conferences.
- 3. Responsible for conference communication:**
  - Respond to inquiries and emergencies from guests, campus police, and other University units as requested.
  - Must be accessible by phone and able to respond to situations at all times when on day or night duty.
  - Making, posting and removing directional signs for each conference.
  - Updating information on the conference board and bulletin boards in a timely manner.
  - Writing accurate and timely reports/evaluations of each assigned conference.
- 4. Responsible for general office duties:**
  - Able to take initiative, be creative, flexible and courteous when interacting with guests, Student Center & Event Services staff, Student Housing staff and co-workers.
  - Forwarding, routing and distributing conference and academic year mail and parcels.
  - Answering telephones, taking messages and delivering messages.
  - Responsible for lost and found items.
  - Maintaining a consistent and accurate duty log.
  - Knowledge of and ability to provide information about UCI campus resources and the surrounding community.
  - Knowledge of and ability to enforce University policies and procedures.
  - Responsible for nightly check and lock-up of complex facilities to ensure adequate security.
- 5. Responsible for other duties or special projects as assigned by individual complexes.**



UNIVERSITY OF CALIFORNIA, IRVINE

## APPLICATION FOR THE POSITION OF SUMMER CONFERENCE ASSISTANT

APPLICATION DUE BY 5:00 P.M. ON THURSDAY, FEBRUARY 4, 2016.  
NO LATE APPLICATIONS WILL BE ACCEPTED.

APPLICATION MUST BE TYPEWRITTEN OR PRINTED IN BLACK INK.

### PERSONAL DATA

NAME: \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_

LOCAL PHONE NUMBER: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

PERMANENT PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

YEAR IN SCHOOL: ☐ FR. ☐ SOPH. ☐ JR. ☐ SR. EXPECTED GRADUATION DATE: \_\_\_\_\_

Have you worked as a Conference Assistant before? ☐ Yes ☐ No

If yes, when? \_\_\_\_\_

Have you lived on campus before? ☐ Yes ☐ No

If yes, please list location & dates: \_\_\_\_\_

***This position averages 20-30 hours/week. CAs must work varied office hours to coincide with the conference schedule. Hours include weekday hours, as well as overnight duty shifts and weekend shifts. All shifts are on a rotating basis between staff members. Flexible employment outside of this position may be permitted with prior approval from your supervisor. \*Work assignments may differ between complexes\****

**Employment Availability:** ☐ Available through approximately August 31 ☐ Available through September 15

**Spring/Summer Time Commitments:**

(Classes or other jobs may be permitted during dates of employment with prior approval from your supervisor.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REFERENCES

❖ Work, volunteer, or school related only

NAME: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

*In order to obtain information about your communication style, conduct, work history, etc., we may be contacting previous employers or organizations with whom you have had experience.*

## SUPPLEMENTAL DOCUMENTS

**Please attach a current, unofficial transcript (from the Registrar's Office) and your résumé. Your résumé should include any part-time and full-time work experience, and other experience that may be relevant positions of responsibility, leadership experience, community service, customer service, etc.**

## PERSONAL STATEMENT

**Please attach a separate page no more than one page in length describing yourself, your interests, and goals. Below are a few questions to consider when preparing your statement.**

- What are my reasons for applying for the CA position?
- What experience(s) do I hope to gain in this position?
- How will skills/traits you possess be helpful in this position?
- What are my strengths? What areas would I like to improve? How would this job help me grow as an individual?
- What does it mean to be on a team? Share your experience(s).
- How do you manage conflict?

***For returning staff, please consider the following additional questions:***

- Why are you interested in returning to the conference housing team?
- What did you learn last summer as a CA?
- How will you contribute to the conference team this summer as a returning team member?

**I have read and understand the job description and what will be expected of me should I be offered and accept the position. I certify that all of the information I have provided in this application is true to the best of my knowledge. I understand that any known falsification in the above document would be grounds for dismissal or termination from the application process.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

## 2016 CONFERENCE ASSISTANT SELECTION SURVEY

Please answer the following questions in order to help us improve our outreach and application process. This form should be turned in at the same time as your application. There will be a separate folder for these forms, so your answers will be anonymous. The information you provide will be used for statistical purposes only.

Where did you pick up this application?

- ☐ Mesa Court
- ☐ Middle Earth
- ☐ Campus Village
- ☐ Arroyo Vista
- ☐ Student Center & Event Services
- ☐ Online
- ☐ Other: \_\_\_\_\_

How did you hear about this position?

- ☐ Prior Experience
- ☐ Friend
- ☐ Meeting
- ☐ E-mail
- ☐ Flyers, Newsletters
- ☐ Table Tent
- ☐ Facebook/Social Media
- ☐ Website (Please indicate site) \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

**PRINT**

**DO NOT STAPLE THIS FORM TO YOUR APPLICATION. IN ORDER TO KEEP YOUR ANSWERS ANONYMOUS, THERE WILL BE A SEPARATE FOLDER FOR THIS FORM WHEN YOU TURN IN YOUR APPLICATION.**