

EMPLOYMENT APPLICATION INFORMATION SUMMER CONFERENCE ASSISTANT APPLICATION

TO: Summer Employment Applicants

FROM: Dave Sundby, Coordinator of Leadership and Programs

RE: Application Information for Summer Conference Assistant Position

Each summer, University Housing employs a number of students in a variety of capacities. For this summer, we have a position that has opened up for a Summer Conference Assistant. The following information will give you a better idea of what this position entails and the timeline for the selection process. Summer Conference Assistant positions may hold a flexible, outside job during the summer; **however**, the Summer Conference Assistant position takes precedence over all other work/school-related commitments.

Summer Conference Assistant Responsibilities

- Assist in check-ins and check-outs of conference groups and summer school students, which are typically on weekends and/or early mornings.
- Share in on-campus duty responsibilities with other Conference Assistants from 7pm-8am during the week and 7pm Friday to 7pm Sunday on the weekend.
- Provide assistance to conference guests and summer school students on an ongoing basis, especially but not limited to conference guests and/or summer school students staying in the Conference Assistant's building.
- Provide quality programming for summer school students as needed
- Complete room checks prior to conference group arrivals.
- Post information for conference guests and summer school students in a timely manner.
- Complete the log sheet for all calls on the duty phone.
- Attend all trainings and weekly staff meetings.
- Attend regular one-on-ones with your supervisor.
- Participate in self and staff evaluations.
- Assist the Area Coordinators, Coordinator of Leadership and Programs, Assistant Directors, and Director of University Housing in all aspects of summer conferences.
- Serve as a Desk Attendant when needed.
- Other duties as assigned.

Qualifications

- Pre-registered for Fall Term 2011.
- Able to work independently and with groups.
- Have the ability to follow directions easily.
- Be able to begin employment on June 13, 2011 and continue through September 16, 2011.
- Prior experience in Conference Services/Customer Service desired.

Compensation

\$350 per month plus room and board plan for summer term (meals **not** offered most weekends).

Timeline

Applications must be received by 5:00 pm Friday, May 27, 2011 in the University Housing Office. The application review will occur May 31-June 1, 2011. Individuals will be contacted to schedule interviews beginning June 1, 2011. Final decision emails will be sent out by June 3, 2011. Any questions about this process should be directed to Dave Sundby (503-838-8658).

**UNIVERSITY HOUSING OFFICE
SUMMER CONFERENCE ASSISTANT APPLICATION**

Please fill in the following information and return it to the **University Housing Office by 5:00 pm Friday, May 27, 2011.**

Name _____
Last First Middle Initial

Address _____
Street City State Zip Code

Telephone # _____ Date of Birth _____

Student ID # V _____ E-mail Address _____

Year in School: Fr. So. Jr. Sr. Polo Size: Women's _____ or Men's _____

For interviews and training Spring term, what hours are you available:
Daytime _____
Evening _____

How many years of residence hall living have you had? _____

Are you planning on taking any courses this summer? Yes No

If so, how many credit hours will you be taking summer term? _____

Will you be seeking part-time or full-time employment elsewhere? Yes No

If so, where will you be working? _____

Do you intend to pre-register for Fall Term 2011? Yes No

(Summer employment is contingent upon pre-registration for Fall Term 2011)

REFERENCES

Please list three persons (not related to you) - past employers or personal references:

1. _____
Name Address Phone #

2. _____
Name Address Phone #

3. _____
Name Address Phone #

Signature Date

See back for additional questions.

APPLICATION QUESTIONS FOR SUMMER CONFERENCE ASSISTANT POSITION

1. Please describe any past work experience you have had, related or unrelated to conference services.
2. Please briefly describe your style of communication, specifically how you interact and communicate with others as well as how you handle tense situations.
3. Please describe your skills in working with people and how you are best supervised.
4. If a past supervisor was asked about your abilities, what three things might s/he say?
5. On separate paper (no more than two typed pages), please describe your philosophy regarding customer service and how it relates to on-campus summer housing and conference services.

Please attach additional sheets if more space is needed.

Please return completed application to the University Housing Office by 5:00 pm Friday, May 27, 2011.