UAM Summer Conference Assistant Position Description

The Summer Conference Assistant (CA) is a student who works full time (40 hours per week) with the summer conference program held in Central Campus Residence Hall (CCRH), Charger Village (CV) and Frank Franz Residence Hall (FRH). The job entails administrative tasks and physical activity. CA’s prepare rooms prior to conference guest’s arrival and at departure time, register guests and check guests out. CA’s serve as liaison to conference participants. The CA program also provides leadership opportunities and develops customer service skills.

The CA’s are responsible for:

- Provide quality support services to summer conference guests residing in CCRH, CV and FRH.
- Assist conference organizers and resident directors with problems related to each conference.
- Referring maintenance and housekeeping concerns to the appropriate personnel.
- Serving as contact person (Duty CA) during evening, weekends and holidays. Being accessible to conference guests and residents on a regular basis.
- Responding to emergencies and crisis in the buildings and notifying appropriate university officials.
- Taking inventory, preparing, distributing, and collecting linens. Assisting in the preparation of resident rooms and conference guests rooms, (most cleaning is performed by contracted cleaners).
- Attend pre-season conference training and attend weekly staff meetings.
- Preform laundry duties for the line program
- Carry out miscellaneous tasks as assigned.

Physical Demands

<table>
<thead>
<tr>
<th>Type of Activity</th>
<th>Frequency</th>
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</thead>
<tbody>
<tr>
<td>Walking buildings for duty rounds</td>
<td>Daily</td>
</tr>
<tr>
<td>Lifting up to 50 lbs +</td>
<td>Weekly</td>
</tr>
<tr>
<td>Climbing stairs</td>
<td>Daily</td>
</tr>
<tr>
<td>Pushing full linen carts</td>
<td>Daily</td>
</tr>
<tr>
<td>Be available for early morning/late night check ins/outs</td>
<td>Weekly</td>
</tr>
<tr>
<td>Washing and folding linens</td>
<td>Daily</td>
</tr>
<tr>
<td>Prepping rooms and clearing rooms</td>
<td>Daily</td>
</tr>
<tr>
<td>Light Cleaning</td>
<td>Occasionally</td>
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</tbody>
</table>

Requirements

- Commit to working to 40 hours per week
- Be available to begin work on May 9 and work until August 11, 1016
- Live on campus in CCRH, CV or FRH for the summer
- Have a flexible schedule that will allow for working days, evenings and weekends
- Be a student in good standing with the university and have at least a 2.0 GPA
- Take no summer school classes where attendance is required
- Positive attitude, dependable, committed to working hard

Benefits

Single room in CCRH, CV, or FRH

40 hours per week @ $7.25

Valuable work and leadership experience