



Senior Summer Conference Assistants (SSCA) are the core leadership team for summer conference services. The leadership team is responsible for caring for the summer conference customer needs before, while and after the customer has been to campus. The team supports each other but each team member has defined responsibilities.

All senior leadership team members are part of the on-call duty response system.

For the summer 2013 the following roles will be available:

Kiewit/ Gallagher SSCA This role is held by two individuals who work together to provide service to the many youth camps that visit these two halls. Typically groups in these halls are very short term 1-2 night camps. It's important that a great first impression is achieved. These staff members work closely with numerous camp contacts to ensure the building is set for their needs; they manage frequent check-in and check-outs and need to be accurate and timely with paperwork.

Institute for Priestly Formation SSCA

This role serves the Institute for Priestly Formation (IPF) program that fills Swanson and half of McGloin Hall. IPF is a religious adult program that attracts guests from all over the world. This position works very closely with the IPF staff to ensure guest spaces are ready, guests' needs are met and a warm welcoming environment is always present. The staff member in this role will have an opportunity to establish professional friendly relationships with these long term guests.

Heider/ Kenefick SSCA- This position works with individual guest reservations which include interns, summer school students, long distance program students and conference groups. This staff member will be the face of Creighton to many individuals. Responsibilities such as communicating building amenities, providing invoices, collecting payment, preparing room spaces, reviewing room spaces and addressing guest needs are involved in the daily work of this position. This position is faster paced at times due to the various changes throughout summer. Someone who is detailed oriented, self-motivated and interested in fun customer interactions would excel in this position.

Office SSCA (Scheduling and Dining)

This position works out of the main summer conference office and works closely with all summer conference staff members. The responsibilities are split into two roles: scheduling summer conference assistants and managing dining needs for groups. The summer conference team consists of ten staff members who are responsible for prepping spaces and working two front desks. The Office SSCA manages the schedule of these 10 staff members; requesting vacation times from SCA and requesting task information from Senior SSCA team. The position also completes the bi-weekly payroll for the 10 SCA staff members. Under the dining responsibilities this position assists the Summer Conference Director in ensuring accurate timely information is being shared between the camps & conferences and Sodexo.

Christian Spirituality Program/ McGloin and Linens SSCA

This position serves the Christian Spirituality Program (CSP) and other adult guests assigned to McGloin Hall. CSP is a religiously based academic program that forms a great community. In addition to guest relations this position establishes and manages a great working relationship with our linen vendor. These responsibilities include maintaining linen inventory, managing order and delivery counts, tracking linen expenses and ensuring the linen closets are organized