Senior Summer Conference Assistant
POSITION DESCRIPTION

General Description
The Senior Summer Conference Assistant is a live-in, undergraduate residence hall staff member responsible for
assisting the Director of Summer Conferences and Residence Life Staff with the successful provision of services and
resources in Creighton’s summer residence halls. The Senior Summer Conference Assistant receives direct supervision
primarily from the Director of Summer Conferences or her/his appointees. Employment begins in May and ends in
August.

Qualifications
1. A Creighton University student enrolled in Summer OR Fall 2013 courses.
2. Must be in good standing as a student academically and behaviorally. A student cannot be employed or receive any
   benefits if they are placed on academic or disciplinary probation.
3. Due to its variable hours, this position may not be combined with outside employment. Limited enrollment in summer
   school may be negotiated.

Preferred Experience
1. Previous employment as a summer conference assistant.
2. Experience in providing customer service and oversight of a community space.
3. Prior supervisory experience.

Senior Summer Conference Assistant Responsibilities
1. Lives out and models all expectations in full as outlined in the Student Credo, the Creighton University Student
   Handbook, and the Department of Residence Life Student Staff Employment Agreement.
2. A Senior Summer Conference Assistant cannot remain in the position if on Academic or Disciplinary Probation
   with the University.

Position Responsibilities

Administration
1. Create and ensure a welcoming, professional atmosphere for visiting summer guests.
2. Establish professional business relationship with summer clients and partners; meeting with group contact as
   needed.
3. Communicate with summer groups to ensure space is prepared for group’s needs.
4. Coordinate and supervise group and individual guest check-in and check-out processes; including weekends.
5. Oversee guest room assignments, welcome information, key packets, and guest meal and security cards.
6. Manage summer garage parking.
7. Create guest's summer client invoices.
8. Coordinate and manage summer conference supplies and linen orders.
9. Communicate building, group and/or staff scheduling needs.
10. Coordinate guest transportation.
11. Complete data entry as needed.

Supervision
1. Supervise Summer Conference Assistants work in completing summer conference tasks; ensuring
   professionalism, efficiency and accuracy.
2. Assist in developing on-going training opportunities and team development activities.
3. Assist in employment follow-up and evaluation of summer conference assistants.
4. Recognize positive contributions of Summer Conference team members.

On-Call Duty
1. Respond to the personal needs and concerns of guests.
2. Perform on-call duty on a rotating basis for the summer residence halls, serving as the first-response university
   official.
3. Share information about guests with their supervisor and other appropriate University personnel.
4. Respond to desk staff no shows.
5. Have knowledge of summer conference activities occurring throughout campus.
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Facilities
1. Coordinate and supervise preparation of guest rooms with linens and summer conference items; may including making beds.
2. Monitor building facilities, assisting in resolving guest facility concerns.
3. Coordinate room cleaning schedules.
4. Follow up on facilities concerns to the appropriate individual.
5. Oversee preparation of spaces for guest's arrival. May include moving building furnishings.

Departmental Duties
1. Participate in orientation and training sessions; leading some sessions.
2. Attend weekly summer staff meetings and summer team meetings.
3. Participate in the development of the customer service and the overall summer conference program.
4. Create and contribute to a positive team oriented, fun summer environment.
5. Endorse and abide by all university rules and regulations and summer conference policies.
6. Other duties as assigned by the Director of Summer Conferences and senior members of the Department of Residence Life.

Remuneration Senior Summer Conference Assistants receive a $300.00 weekly stipend, on-campus single occupancy room, and a Summer 10 Weekly meal plan when dining halls are open. Summer conference staff members that receive room and/or board as a condition of a scholarship, award, or grant cannot receive the cash equivalent for the room and board benefit.