Summer Conference Assistant
POSITION DESCRIPTION

General Description
The Summer Conference Assistant is a live-on, undergraduate residence hall staff member responsible for assisting the Senior Summer Conference Assistants, Resident Directors and the Director of Summer Conferences with the successful provision of services and resources in Creighton’s summer residence halls. The Summer Conference Assistant receives direct supervision from the Senior Summer Conference Assistants and Director of Summer Conferences.

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.
3. Due to its variable hours (including, but not limited to the hours between 8pm-6am), this position may not be combined with outside employment. Enrollment in summer school is permitted

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. Cannot remain in the position if on Academic or Disciplinary Probation with the University.
3. Wears summer conference apparel, which will provided, any time will or could potentially have direct interactions with summer guests.

Position Responsibilities
Administration
1. Create and ensure a welcoming, professional atmosphere for visiting summer guests.
2. Assist in the facilitation of the check-in/check-out process for camps and conferences, including weekends.
3. Prepare guest rooms and building common space under the direction of Senior Summer Conference Assistants.
4. Assist in preparing summer conference guest meal cards, keys and room materials.
5. Assist Senior Summer Conference Assistants in room assignments.
6. Serve as a desk receptionist at the summer conference desks and follow all appropriate desk policies and procedures.
7. Assist with guest transportation.
8. Report room conditions and guest concerns to Senior Summer Conference Assistants.

Facilities
1. Prepare guest rooms with linens and summer conference items; will include making beds or moving furnishings.
2. Conduct inspections of rooms prior to camp check-in and after check-out.
3. Follow up on facilities concerns to the appropriate individual.
4. Assist in the physical upkeep of the buildings, which may include inventory reporting.
5. Assist with the assembly and transportation of linens.

Departmental Duties
1. Participate in orientation and training sessions.
2. Attend weekly summer staff meetings.
3. Participate in the development of customer services and the overall summer conference program.
4. Create and contribute to a positive team-oriented and fun summer environment.
5. Endorse and abide by all university rules and regulations and summer conference policies.
6. Other duties as assigned by the Senior Summer Conference Assistants or his/her appointees and senior members of the Department of Residence Life.

Remuneration
Summer conference student staff members are paid $7.25 hourly with an average of 35 hours weekly from May 13th to August 9th and an average of 20 hours weekly from August 10th to 24th. Additionally they receive an on-campus room (double occupancy) and a Summer 10 Weekly meal plan when the 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.