

Summer Conference Intern

Company: Creighton University
Division/Dept.: Student Life- Department of Residence Life
Job Title: Summer Conference Intern
Job Type: Part-time
Wage/Salary: \$9.00/hr
Days/Hours: Mid-August to early May- Monday-Friday, flexible hours
(10 hours per week)
Early May to Mid August- Monday –Friday (35 hours per week)
Location: Creighton University, Omaha, NE USA
Openings: 1
How to Apply: E-mail or mail resume and cover letter
Start Date: April, 2013
When to Apply: February 20, 2013

Company Description Creighton University's Department of Residence Life Summer Conferences is committed to a high level of customer service for all summer guests utilizing the residence halls and campus dining.

Qualifications: Sophomore, Junior or Senior standing, 3.0 GPA
Knowledge of MS Excel, Word, and PowerPoint-Microsoft Suite Package
Strong attention to detail and excellent customer service skills.
Interested in variety of daily tasks and working in a team oriented office.

Job Description: Develop and maintain tracking files on summer conference housing and dining usage.

Assist with marketing of summer conference services including website development and publications.

Work with existing and new clients in space reservation and answering summer conference questions.

Oversee client payment collection, tracking payments and generating income and expense reports.

Work under the supervision of the Director of Summer Conferences and his/her appointees.

This is an Equal Employment Opportunity

Contact: Cindy Fendrick, Director of Summer Conferences
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