SAN DIEGO STATE UNIVERSITY
CONFERENCE HOUSING SERVICES

POSITION DESCRIPTION

POSITION TITLE: Conference Assistant
ORGANIZATIONAL UNIT: Office of Housing Administration
REPORTS TO: Conference Services Manager

GENERAL DESCRIPTION OF POSITION:
The Conference Assistant (CA) will report and receive work assignments from the Conference Services Manager (CSM). The CA works directly with group leaders in facilitating logistical arrangements for conference groups. The CA lives on campus and responds to the day-to-day needs of conference participants.

CONDITIONS OF EMPLOYMENT:
The Conference Assistant may not take any summer school classes.

SPECIFIC RESPONSIBILITIES:

TRAINING
1. Must attend Environmental Health and Safety Training, Fire Alarm Training and Defensive Driving.
2. Must attend and assist with all training and in services sessions as required.

ADMINISTRATIVE DUTIES:
1. Attend weekly senior staff meetings.
2. Acts as a liaison for SDSU Conference Housing Services in assuring that accommodations for lodging, meetings and other arrangements are provided for as specified in each conference group’s contract.
3. Makes room assignments for group participants. Inspects residence halls for damages before and after each group.
4. Works with Facilities Coordinator to ensure proper setup of meeting facilities in a timely manner. Assists with set-up of tables, chairs, AV equipment, etc., as needed.
5. Oversees check-in/check-out of conference participants; prepares welcome materials; coordinates distributions and collection of room keys.
6. Keeps an inventory of all keys throughout the stay of each group, orders missing keys within 24 hours of departure.
7. Meets weekly with other senior staff members and several times weekly with Conference Services Manager to provide and receive information about conference groups.
8. Prepares a variety of reports and paperwork relating to the billing of conference groups and tracking of conference participants. All paperwork must be submitted within 48 hours of the departure of each group.
9. Picks up mail and messages daily from the Cuicacalli Front Desk and the Office of Housing Administration.
10. Lives in a residence hall and is "on-call" and available to handle problems and emergencies. Carries a cellular phone at all times and responds to all pages in a timely manner.
11. Is available on campus at all times during the summer, except during pre-approved vacation periods. The CA must secure approval from the CSM before leaving his or her assigned area.
12. Attends all pre-summer and summer training sessions. Assists with training as needed.
13. Other duties as assigned by the CSM.

REQUIREMENTS:
1. Must be eligible for employment as a student assistant. Must be enrolled at SDSU in the Spring 2016 semester, and must be eligible for continuing enrollment at SDSU in Fall 2016 semester.
2. Must wear Conference Housing Services Uniform while working in the office or with conference guests.
3. Must maintain good academic standing with the university.
4. Must have been a SDSU student for a minimum of one semester.
5. Must have the ability to maintain a good working relationship with university staff, conference staff, conferees, residents and visitors. Must be able to maintain a professional manner in all situations.
6. Experience: must have one or a combination of the following:
   a. One year of work experience in a job with significant public contact
   b. One academic year as a Resident Advisor or student assistant
   c. The equivalent of two summer's experience as a camp counselor or leader of an organization that deals with people of at least high school age
7. Ability and willingness to transport self across campus quickly and on short notice.
8. May not take classes during the summer.
9. Must be available for the ENTIRE period of employment shown in the "dates of employment" section.
10. Must be available for on-site Conference Assistant training (TBD) and team training May 25 - May 27, 2016.

DATES: May 1 - August 16, 2016
SCHEDULE: Approximately 30 - 40 hours per week. Weekend and evening work is required; work schedule and hours will vary considerably from week to week
COMPENSATION: $11.35/hr
NUMBER OF POSITIONS AVAILABLE: Approximately 2