SOUTHWESTERN UNIVERSITY

SUMMER CONFERENCE ASSISTANT

JOB DESCRIPTION:
The Summer Conference Assistant serves in the Department of University Events (U. E.) and reports directly to the Associate Director of University Events. This position provides general administrative and physical support to the Associate Director and Director of University Events. The position requires a 30-60 hour workweek. Applicants are provided room and board and are required to live and dine on campus while conferences are in session. Summer Conference Assistants are required to undergo a background check.

TERMS OF EMPLOYMENT:
This period of employment begins on **June 3** and shall end approximately **August 2**. At the discretion of the Associate Director of University Events, this schedule may vary due to conference changes.

POSITION EXPECTATIONS:

- Demonstrate initiative, motivation, maturity, self-reliance, responsibility, and have a high energy level.
- Utilize strong interpersonal and administrative skills.
- Staff the University Events Office during scheduled hours to maintain on-call hours as assigned by the Associate Director of University Events.
- Working evenings and weekends is required to fulfill the responsibilities of this position.
- Meet with Associate Director of University Events/conference group leaders as necessary to determine conference needs.
- Communicate directly with various campus offices (e.g. Physical Plant, University Police, Sodexo, Audiovisual) to coordinate services and facility needs.
- Maintain adequate record keeping for each conference including but not limited to residence hall room inventories, key inventories, damage reports, financial reports, planning documents, and conference summaries, etc.
- Attend Summer Conference staff meetings and training sessions.
- Prepare residence halls for incoming and outgoing conferences.
- Perform check-ins and check-outs for all conference participants (inspect rooms, distribute/collect keys, prepare and process registration forms, etc.).
- Check meeting room set-ups when audiovisual equipment, tables, chairs, etc. have been requested.
- Anticipate conference needs and problems; take or recommend action as appropriate.
- Applicants must be enrolled at SU for the upcoming fall semester.

DUE in the University Events Office (Cullen Bldg., Room 33) by 5 p.m. on March 25, 2013.
Feel free to e-mail your application and resume (optional) to kooncex@southwestern.edu.

SUMMER CONFERENCE ASSISTANT

2013 APPLICATION

NAME: _____ E-MAIL: _____

SU BOX #: _____ CELL #: _____

CURRENT CLASS YEAR: _____ MAJOR: _____

LIST DAYS/HOURS OF THE WEEK AVAILABLE FOR INTERVIEWING: _____

ARE YOU CURRENTLY A WORK-STUDY STUDENT? _____ DATE: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY?_____

(NOTE: THIS JOB APPLICATION IS SUBJECT TO A SUCCESSFUL COMPLETION OF A BACKGROUND CHECK.)

---

1. How many hours of class work do you intend to take this summer?

   Summer I: _____ Summer II: _____

   Note: Due to the demanding hours during Summer Conferences, students will not be allowed to work as a Summer Conference Assistant during the Summer II term.

2. Please list two references from Southwestern University:

   1. _____ 2. _____

3. Please list organizations that you are a member of: _____

   _____

4. Briefly explain your reasons for applying for this position. (Additional space for all questions on back if necessary)

5. Discuss your strengths and weaknesses in relation to this position.

6. What experiences have you had interacting with people of varying age groups?

DUE in the University Events Office (Cullen Bldg., Room 33) by 5 p.m. on March 25, 2013.
Feel free to e-mail your application and resume (optional) to kooncex@southwestern.edu.