

# SOUTHWESTERN UNIVERSITY

## SUMMER CONFERENCE ASSISTANT

### **JOB DESCRIPTION:**

The Summer Conference Assistant serves in the Department of University Events 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 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 **May 28** and shall end approximately **August 5**. At the discretion of the Associate Director of University Events, this schedule may vary due to conference changes.

### **POSITION EXPECTATIONS:**

- Applicants must be enrolled at SU for the upcoming fall semester and cannot be enrolled in Summer II Term.
- 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.

***Application and resume are DUE in the University Events Office (Cullen Bldg., Suite 250)  
by 5 p.m. Friday March 6, 2015.  
Feel free to e-mail your application and resume to [kooncex@southwestern.edu](mailto:kooncex@southwestern.edu).***

**SUMMER CONFERENCE ASSISTANT**

2015 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: \_\_\_\_\_

Note: Due to the demanding hours during Summer Conferences, students cannot be enrolled in 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?

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