
CONFERENCE ASSISTANT POSITION DESCRIPTION

Conference Assistants will play an important role in the Department of Residence Life Summer Program. They will serve as the immediate contact person between the guests of visiting groups and the Department of Residence Life and as the liaison to the University in general. The Conference Assistant position is a Residence Hall live-in position. Primary responsibilities will include serving as a resource person and as an assistant to the Conference Manager. As well as reporting disruptive behavior by group participants, additional responsibilities will be tied to hall administrative tasks and emergency procedures.

The Department of Residence Life will be considered your primary employer. Outside activities must be limited so they will not conflict with Residence Life responsibilities. CAs will be allowed, after completing an outside time commitment form with the Office of Residence Life, to take 1 class per session and work up to 10 hours per week.

Specific responsibilities will include:

1. Be available, approachable, and visible to guests in the building. Make rounds (within your building), initiate conversations, and continually evaluate the satisfaction of all groups. Make daily contact with camp staff in your building and *spend the majority of your time in the building when camp staff and participants are in the building.*
2. Attend all regularly scheduled training sessions and staff meetings.
3. Perform campus duty responsibilities in the residence halls when you are on duty.
4. Assist with staffing the reception desks as scheduled.
5. Assist in the management of the residence hall.
 - Assuring proper preparation of the buildings prior to a camp's arrival.
 - Assistance during camp check-in and check-out.
 - Controlling of the keys for the rooms.
 - Posting all information, announcements or notes for camp participants.
 - Completing an assessment of building condition and room inventory at the end of a group's stay.
 - Reporting any disruptive/destructive behavior of the group's participants to the Camp - Director and Hall Director.
 - Completing any miscellaneous duties as required; e.g., making signs, damage reports.

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6. Become familiar with and abide by University and Residence Hall policies and procedures.
7. Act as an ambassador of the University and assist guests with whatever questions or needs they might have. This will require the CA to know the buildings thoroughly, as well as be familiar with the campus so that guests will be assisted appropriately.
8. Encourage an atmosphere of mutual respect and consideration while guests are in the building.
9. Assist with the transition of the residence halls from academic year to summer through the room audit process, and with the transition back to the academic year. (Specific responsibilities will be outlined throughout the summer.)

Perform other duties as assigned by the Department of Residence Life.