Stetson University’s summer conference program is designed to provide facilities and services to groups in need of housing, food, meeting and/or athletic space during the summer. This program provides housing and facilities for approximately 50 conferences and over 10,000 guests. Generating revenue and introducing potential students to the Stetson campus are significant contributions to the university.

Due to the substantial impact of this program, we seek highly motivated and professional student leaders to be employed as Summer Conference Assistants. These positions require and teach a variety of professional and technical skills including: team work, project management, customer service, time management, and leadership. Benefits of the position include a financial stipend, housing, and meals in the Commons. The 8 week employment commitment will be from June 1 through July 27, 2016.

1. GENERAL DUTIES AND RESPONSIBILITIES OF CONFERENCE ASSISTANT STAFF:
   Student Conference Assistants will have individual responsibility for their assigned residence hall(s) and conferences, including our guests’ check-in, well-being, and check-out. Summer Conferences operations will be based in Flagler Hall, Room 101 (Office of Boundless Learning).

   RESPONSIBILITIES:
   - Reporting to the Associate Vice President (AVP) of Boundless Learning and/or his/her designees
   - Providing courteous, assertive, and professional customer service
   - Coordinating (and/or preparing for) registration activities
   - Preparing directional and informational signage
   - Managing assigned residence hall(s) and keys (including, but not limited to: room/key inventories before and after each conference, documentation of damages, and submitting maintenance/key requests when necessary)
   - Communication with and alerting Facilities and Public Safety
   - Responding to emergency situations
   - Enforcing policies within assigned residence hall(s) and throughout campus
   - Assisting other staff members and conference participants with any problems/issues
   - Problem-solving using resourceful and creative measures
   - Serving as on-call during designated 24/7 “Duty” times, for the purposes of responding to conference participant needs (including, but not limited to: lock-outs, transportation assistance, noise/facilities complaints, and/or emergency situations)
   - Staffing the Office of Boundless Learning, Hollis Center, and other University facilities as necessary (including, but not limited to: answering phones, assisting customers, photocopying materials, assisting with registration and check-out, serving as the life guard on duty, and other matters of logistical coordination)
   - Special projects may be assigned as needed (when possible, projects within the student’s scope of interest will be assigned)
   - Assisting with other Summer Programs (including, but not limited to: HATS, Road Scholar and The Reading Institute)
MEETINGS:
- Orientation and training sessions are held prior to the conclusion of the spring semester as well as after Conference Assistants move on campus during the summer
- Bi-weekly meetings with Summer Conferences staff during the summer
- Meetings with individual conferences to discuss policies and procedures, when necessary

2. QUALIFICATIONS:
Applicants should be:
- Detail-oriented
- Able to work both independently and as part of a team
- Able to handle both compliments and complaints gracefully
- Assertive as well as tactful
- Able to work under pressure
- Positive and understanding (with a sense of humor) amidst hectic situations
- Professional and courteous
- Available to work during day, evening, and weekend shifts
- Familiar with the campus and its facilities
- Familiar with technology (e.g., classroom touchscreens and equipment)
- Able to manually move, lift, carry, or push heavy objects weighing up to 50 pounds
- Able to climb up and down ladders

3. BENEFITS AND CONDITIONS OF EMPLOYMENT:
- Rate of Pay approximately $200.00 per week
- Board: Three meals/day in the Commons, when the Commons is open
- Room: All CAs live on campus and will have a bedroom, bathroom, and access to a kitchen
- Length: Employment commitment will be from June 1 – July 27, 2016
- Work Schedule: An average work week will be approximately 24 hours over seven days
- Availability: All CAs are expected to adjust personal schedules if program demands should change; however, every effort will be made to create a schedule in advance
- Appearance while working: CAs will present a professional, neat, and clean appearance, including proper hygiene. Staff shirts will be provided for use at work. Nice black, blue jean, or khaki pants/shorts; staff shirts; and closed-toe, closed-heeled shoes/sneakers must be worn on registration days. On non-registration days, nice black, blue jean, or khaki pants/shorts and an appropriate shirt should be worn. CAs are permitted to wear sandals with a back on non-registration days. No flip flops are allowed.
- Rules and Regulations: All Student Staff will comply with Stetson University rules and regulations, and will instruct and help conference participants to do likewise

To apply, please contact:

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