SUMMER CONFERENCE ASSISTANT (CA)

EXPECTATIONS AND RESPONSIBILITIES

• Be available and in residence from May 19 through August 19, 2016 (current and incoming RAs may have dates adjusted to meet their RA responsibilities). Realize that conference work will occur during some weekends.
• Assist the Apartment Communities staff with checkouts during senior days and commencement weekend.
• Establish effective and ongoing communication with the Assistant Director of Residential Life for Apartment Communities and Summer Conference Housing, Summer Conference Resident Directors, other Conference Assistants, and central office Residential Life staff.
• Actively participate in staff training and scheduled staff meetings.
• Able to work effectively in a team environment.
• Present a positive appearance and demeanor to conference attendees.
• Participate fully in and complete all conference work as assigned for each individual conference, to include:
  o Be prepared and available to assist conference attendees.
  o Be a resource for conference attendees in all areas of campus life.
  o Complete room condition reports if needed and assist with set-up and break-down processes for summer conferences.
  o Assist with check-in and check-out processes for summer conferences, which may include using Summer Conference/housing computer software or other programs.
  o Complete other necessary forms and reports, such as housing rosters, incident reports, and work orders.
  o Distribute linen and other amenities for conference groups.
  o Post notices
  o Report all maintenance concerns.
  o Fulfill daytime and evening office responsibilities and share overnight duty coverage for conference groups.
  o Set-up and staff the Chenango Champlain Collegiate Center Multi-purpose Room for summer events
• Assist with early arrival housing check-ins.
• Assist with other relevant duties as assigned.
• Uphold and enforce all University policies and procedures.

FURTHER CONDITIONS

• Summer CAs receive a free room in a Susquehanna apartment for the term of their employment dates (valued at $1600) as well as $315 in meal money added to their student meal plan.
• Summer CAs will be paid $9.75 an hour, for up to 29 hours a week (Thursday-Wednesday) for the term of their employment dates. Please note that 29 hours per week is the maximum any student can work for all student employment at the University combined.
• Short vacation periods and/or occasional weekends off may be authorized by the Summer Conference Professional Staff.