QUALIFICATIONS:

• Be a Binghamton University student
• Not have an active student conduct record
• Summer Conference Assistants do not have to be enrolled in summer school
• Preference given to students with previous experience as Resident or Conference Assistants, those who have held leadership positions on campus and customer service experience.

EXPECTATIONS AND RESPONSIBILITIES:

❖ Be available and in residence from May 15 through August 14, 2017 (current and incoming RAs may have dates adjusted to meet their RA responsibilities). Realize that conference work will occur at all times of the day and 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/Hinman College and Summer Conference Housing, Summer Conference Resident Directors, other Conference Assistants, and other Residential Life, Orientation and University 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, but not limited to:

• Cleaning, inventorying and organizing conference supplies
• Being prepared and available to assist conference attendees.
• Serving as a resource for conference attendees in all areas of campus life.
• Assisting with set-up and break-down processes for summer conferences.
• Assisting with check-in and check-out processes for summer conferences, which may include using Summer Conference/housing computer software or other programs.
• Completing other necessary forms and reports
• Distributing linen and other amenities for conference groups.
• Posting notices
• Reporting all maintenance concerns.
• Fulfilling daytime and evening office responsibilities and share overnight duty coverage for conference groups.
• Setting-up and staffing the Chenango Champlain Collegiate Center Multi-purpose room for summer events

❖ May assist with early arrival housing check-ins.
❖ Assist with other relevant duties as assigned.
❖ Uphold and enforce all University policies and procedures.
FURTHER CONDITIONS:

- Must be available for training on Friday, April 21, 2016 from 4:30-6:30 pm. This will include training on protecting minors.
- Must also attend training on Sunday, May 14th from 4:30-5:30pm on how to conduct apartment community check-outs
- Will attend training on Wednesday, May 31st and Thursday, June 1st
- 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. This meal money is only active for the duration of the summer contract and will not roll over into fall.
- 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.
- Must agree to and pass a criminal/sexual misconduct background check
- Short vacation periods and/or occasional weekends off may be authorized by the Summer Conference Professional Staff.
- Additional hours MAY be available August 14th-18th