

2023 Summer **Conference Assistant** Position Description

Hamline University Office of Residential Life

Position Description

We have a need for two Summer Conference Assistants for Summer 2023. This position requires 10 hours a week in the office and will have 15 - 20 hours a week of projects and tasks in the ResHalls for a stipend of \$405 per week for 13 weeks, plus declining balance and housing. They work directly under the Summer Area Coordinator, providing professional customer service to summer conference guests while maintaining the safety of the residence hall. This position has a live-in requirement. The Summer Conference Assistant helps with preparing supplies for rooms for short-term guests while on campus and enforces compliance to Hamline policies by summer guests and residents.

Position Responsibilities

- **West Hall Office Hours:** 10 hours a week in the office at the desk doing administrative tasks, inclusive of, but not limited to:
 - Assemble packets for check in
 - Assist with key inventory for summer guests
 - Assist in the check-in/check-out operations for summer guests
- **Conference Guest Responsibilities:** (15 - 20 hours / week estimate)
 - Turnover of rooms which include light cleaning, damage assessment, linen pick up, lost & found oversight
 - Transport linen bins across campus
 - This job includes working in some Residence Halls that do not have elevators or AC. Task examples include but are not limited to:
 - Checking rooms after Marsden has cleaned & sanitized after conference guest departure
 - Posting signage on back of ResHall doors
 - Removal of outdated policy board info and signage
 - Taking window and floor measurements of ResHall room types
- **Duty Rotation:** In order to get free housing, Summer Conference Assistants must participate in the duty rotation (*see Housing and Duty Scheduling below*)
 - Be available to answer calls and respond to conference related situations on campus while on duty
 - Be the first contact person in the event of a guest concern or emergency while on duty
 - Complete a nightly set of rounds, in the summer conference halls during summer conference days, and be visible in the buildings where conference guests are housed.
 - Monitor the safe use of residence halls and report all problems immediately
 - Must be willing to confront someone who is violating summer housing and conference policies and handle the situation appropriately
- Staff special activities for conference groups if needed, i.e. guest check-in / check-out
- Attend summer staff meetings
- Other duties as assigned

Summer **Conference Assistant** Compensation:

- **COMPENSATION:** \$405 / week for 13 weeks.
 - 1st paycheck: First week of June
 - 2nd paycheck: First week of July
 - 3rd paycheck: First week of August
- **DECLINING BALANCE:** \$300 in Declining Balance: If all of the DB has not been used by the end of the summer contract, it will be added back to the ResLife budget account.
- **HOUSING & DUTY SCHEDULING:** Living on campus is required and we will provide and pay for your housing in return for your participation in the duty rotation:
 - 9 weekdays (24-hour shift)
 - 5 weekends (24-hour shift)

Mandated Dates and Responsibilities:

- **CONTRACTED START / END DATES:** May 15, 2023 to August 14, 2023.
- **MANDATED SUMMER CONFERENCE EVENT DATES:** (*current conference dates as of 1.30.2023*)
 - **June 16th through July 1st** (including weekends, plus or minus 1 - 2 days)
 - **July 6th through July 16th** (including weekends, plus or minus 1 - 2 days)
 - **MANDATORY PARTICIPATION:** As a summer conference assistant, you must commit to being 100% available on the above dates (or additional summer conference dates that may be booked in Spring 2023) when conference set-up will be required. If a Summer Conference Assistant says they will be available at these times and then changes their schedule later, they will be immediately released from this position and required to move off-campus or pay for summer housing and pay for declining balance..
- **TIME ON CAMPUS EXPECTATIONS:** Summer Conference Assistants should note that this job requires approximately 30 hours a week working on tasks around campus plus your additional duty days during conference days. So, it means that a good portion of your time will be spent on campus.
 - Vacation time must be approved by the supervising Area Coordinator and / or Director of ResLife.
 - Any outside commitments (work, second jobs, classes, etc.) must be approved by the supervisor.
- **NOTE ABOUT INTERNSHIPS:** No internships will be allowed for Summer Conference Assistants
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Additional Helpful Information

- **Attend Summer Student Worker Meet and Greet:** 1 Convo hour training: Late April 2023
- **Attend formal training & expectations sessions:** May 16th - May 19th (days / hours = TBD)
- Students already living on campus can contact the Residential Life office (651-523-2061) to make housing arrangements between the end of spring semester through May 19th, 2023. Students not living on campus currently will need to commute to campus until their on-campus housing placement is complete - this placement should be completed between May 15th - May 19th, 2023.
- Possibility of employment, within the office of ResLife, from mid-August to the beginning of school will be based on need.

Requirements:

- **CRITICAL:** Ability to work independently, complete tasks in a timely manner, organizational skills
- Must be an enrolled undergraduate student at Hamline University
- Must have a GPA of 2.5 or above at the time of hiring
- Must be able to follow directions
- Have excellent administrative skills
- Have the ability to take direction and communicate effectively
- Thorough knowledge of campus and campus resources.
- Positive attitude.
- Team player, willing to pitch in whenever a job needs to be completed.
- Must maintain confidentiality.
- Summer Conference Assistants must successfully pass the State and/or Federal background check
- Those with current housing placements and those planning to live on campus in the fall are desired, but not a requirement to be hired for the position.
- Applicant conduct history will be taken into consideration when making hiring decisions.