SUMMER CONFERENCE ASSISTANT (CA)

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 have customer service experience

EXPECTEDATIONS AND RESPONSIBILITIES

- Be available and in residence from May 16 through August 18, 2018 (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, if not presently an RA.
- Establish effective and ongoing communication with all appropriate parties. This includes 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 weekly 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, including:
  - Be prepared and available to assist conference attendees.
  - Be a resource for conference attendees in all areas of campus life
  - Complete room condition reports if needed and assist with set-up and breakdown processes for summer conferences.
  - Assist with check-in and check-out processes for summer conferences, which may include using Summer Conference/housing computer software or other programs
  - Complete other necessary forms and reports, such as housing rosters, incident reports, and work orders.
  - Distribute linen and other amenities for conference groups
  - Post notices
  - Report all maintenance concerns
  - Fulfill daytime and evening office responsibilities and share overnight duty coverage for conference groups
  - Duty coverage requires that CAs stay in a designated room in the building they are on duty for during their overnight stay
  - Set-up and staff the Chenango Champlain Collegiate Center Multipurpose Room for summer events
- Assist with early arrival housing check-ins
- Assist with other duties as assigned
- Assist with early arrival and temporary housing
- Uphold and enforce all University policies and procedures
- Provide assistance with staff coverage for summer programs and groups on campus
FURTHER CONDITIONS

- Summer CAs receive a free room in the Apartments Community 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 $10.40 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. Weekly hours will vary depending on the needs of the conference program. Typically, July is busier than June therefore a minimum of 10 hours/week will be required in July.
- Short vacation periods and/or occasional weekends off may be authorized by the Summer Conference Professional Staff.
- Specific Summer 2018 conditions:
  - Must be available for training on Saturday April 28th, 2018
  - Must be available to move into your summer assignment on May 23rd, 2018
  - Must be available for training and moving on May 24th and 25th, 2018