

## Position Description – Summer Programs Conference Aide

The Conference Aide provides services for conferences, camps, and Summer School residents that are housed in Clemson University residence halls and apartments from May-August. This person serves as the primary contact to the program sponsors and supervises the Desk Supervisor and Night Manager team and coordinates closely with their designated "Co-Conference Aide". Conference Aides will work in a team to assist groups with check-ins, check-outs, building issues, and any customer services that may arise from a group's arrival through departure. This staff member is required to live on campus. Summer housing and a meal plan will be provided to you at no charge.

### Responsibilities

- Able to work in "teams" comprised of a Co-Conference Aide, Desk Supervisors, and Night Managers to provide support to designated group(s).
- Available by cell phone 24/7 (phone provided by department).
- Available to work office shifts in the Summer Programs Office.
- Supervise team of Desk Supervisors and Night Managers designated for specific conferences/buildings.
- Complete room checks after groups check-out, remove trash, and collect lost and found items and attend weekly staff meetings and all training sessions.
- Collaborate with assigned groups and other departments, as needed, to provide successful guest experience.
- Multi-task and prioritize functions to meet deadlines, work in a team environment and other duties, as needed.

### Requirements

- Conference Aide may not be enrolled in Summer School classes, may not be employed by another department or organization, and may not be involved in other activities that would limit availability.
- Ability to work mornings, afternoons, evenings, and weekends and work up to 28 hours per week or more, as needed.
- Must be able to lift up to 50 lbs.
- Must be enrolled as a Clemson University student in spring 2019 semester.
- Must maintain a cumulative GPA of 2.25 at time of submission of application.
- Lived in University Housing for a minimum of one semester.
- Required to live on campus from May 12-August 17, 2019.
- Valid driver's license.

### Pay and Benefits

- \$10.00 per hour
- Summer housing and a meal plan will be provided to you at no charge