

## 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 Area 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, Area Desk Supervisors, and Night Managers to provide support to designated group(s).
- Available by cell phone 24/7 when on call (phone provided by department).
- Available to work office shifts in the Summer Programs Office.
- Supervise team of Area 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 Session, 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 40 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 2022 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 9 -August 9, 2022.
- 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