

Position Description – Summer Programs Conference Liaison

The Conference Liaison provides services for summer operations in Clemson University residence halls and apartments from May-August. Conference Liaisons will work in a team to assist with room-readiness inspections, building issues, and any customer services that may arise throughout the summer. 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 a team setting or independently with minimal supervision.
- Available by cell phone 24/7 (phone provided by department).
- Complete room-readiness inspections 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 Liaison 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/or weekends and work up to 40 hours per week.
- Must be able to lift 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.