

Position Description

CONFERENCE ASSISTANT

Office of Residence Life & Summer Programs, Suffolk University, 8 Ashburton Place, Boston, MA 02111

The Conference Assistants will work in collaboration with the Summer Conference Coordinators, the Assistant Director(s), the Associate Director and Director of Residence Life & Summer Programs with the overall management and coordination of summer housing for all residential summer conference groups.

Duties will include:

- Assist with check-in/check-out of all conference groups, including key distribution, paperwork, escorts to rooms, etc.
- Assist with room set-up and breakdowns specifically related to linens, telephones, information packets, etc.
- Assist with building preparation including setting up and breaking down lecture halls, bedrooms and classrooms.
- Maintain scheduled work schedule of at least 20 hours per week including nights and weekends
- Assist with phone calls and building messaging system, and individual guest requests. The Conference Office is open daily, 9 AM to 9 PM.
- Data entry and continuous updates of the conference computer software.
- Attend regular summer conference staff trainings and meetings on the following days:
 - Training: Tuesday, May 5, 2009 – Thursday, May 14, 2009: 9:00 AM – 5:00 PM (W/E off)
 - Staff meeting: May 24, 2009 @ 9:15 PM
 - Staff Meeting: June 7, 2009 @ 9:15 PM
 - Staff Meeting: June 28, 2009 @ 9:15 PM
 - Staff Meeting: July 12, 2009 @ 9:15 PM
 - Staff Meeting: July 26, 2009 @ 9:15 PM
 - Staff Meeting: August 9, 2009 @ 9:15 PM
 - Staff Meeting: August 23, 2009 @ 9:15 PM
- Participate in on-call rotation. CA(s) are on-call each night from 9PM to 9AM in each building.
- Other duties as assigned.

Position reports to: Associate Director of Residence Life & Summer Programs
Assistant Director(s) of Residence Life & Summer Programs

Qualifications: Essential characteristics and skills: punctual and dependable, professional demeanor, commitment to customer satisfaction, ability to communicate effectively with a diverse group of clients and staff, flexible with the ability to accept changing priorities. Demonstrated success in working with groups and dealing with difficult situations. Must be available evenings and weekends, as well as during regular business hours during the week. Computer skills (pc) helpful. Strong administrative skills with particular attention to paperwork and detail required.

Compensation: Single room
Meal Plan will be provided during training and when the café is open (staff will be responsible for their meal when the café is closed, typically the last week of the summer)
Approximately \$2,500 stipend
****Subject to Change****

Dates: Tuesday, May 5, 2009 through Sunday, August 31, 2009

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