

Conference Assistant (CA)

Conference Assistants (CA's) are primarily responsible for providing customer service to summer camps and conferences at Appalachian State University.

Minimum Qualifications

- Have a minimum grade point average of 2.30
- Be in good standing with the Office of Student Conduct
- Be enrolled in classes for Summer 2024 or Fall 2024
- Be able to work 15-30 hours per week
- Be able to work night and weekend shifts
- Be able to attend all mandatory trainings
- Be able to perform essential duties and responsibilities of the CA role
- Not engage in additional campus employment during the term of CA employment
- Not enroll in more than one summer class per session

Essential Duties and Responsibilities:

- Work an average of 15-30 hours per week depending on conference, duty, and desk schedules
- Be available to work nights and weekends
- Develop positive relationships with guests including minors attending academic and sports camps, adults attending conferences and workshops, university employees, and students attending summer school
- Develop positive working relationships with fellow staff members and campus partners
- Uphold the mission and values of University Housing
- Prepare buildings for summer occupancy
 - Conduct damage inspections
 - Perform key inventories
 - Prepare bulletin boards
 - Answer phones
 - Set up hall offices
- Provide good customer service
 - Work check-in and check-out events for conference guests
 - Conduct pre and post-room checks for damages and complete necessary paperwork
 - Inventory room keys
- Staff the service desk
 - Assist with early and late check-ins and check-outs
 - Answer calls from guests
 - Submit work orders
 - Respond to guest needs
- Serve, as needed, in an overnight on-call duty rotation for guests and summer school students
- Live on campus in the room provided and assigned by University Housing
- Attend weekly staff meetings
- Complete other duties as assigned

Dates of Employment

- Start date: Wednesday, May 22, 2024
- End date: Saturday, July 27, 2024 *with option to extend*
 - *All Employment Paperwork must be completed before the start date*

Compensation

- \$12.00 per hour, paid biweekly
- Private room on campus provided at no cost (Conference Assistants may be assigned to shared apartments)
 - *CAs are not required to purchase a meal plan through Campus Dining.*

University Housing Mission & Values

Our Mission

Through a culture of care and inclusion, in partnership with residential students, we provide well-maintained housing and cultivate supportive, learning-centered communities.

Our Values

- **Caring:** We put the best interests of our students first and demonstrate compassion in our interactions with others.
- **Inclusiveness:** We seek to give voice to the diversity of the Appalachian community.
- **Learning:** We develop by listening, asking, reading, reflecting, and experimenting.
- **Innovation:** We think outside the box and constantly seek to improve and stay current.
- **Dedication:** We work hard and take the extra step to get the job done.
- **Integrity:** We do what we say we do and make ethical decisions.

Contact

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