

Conference Director (CD) - Summer 2024

University Housing
Appalachian State University

Conference Directors (CD's) are primarily responsible for supervising Conference Assistants (CA's) and Lead Conference Assistants (LCA's), coordinating customer service functions, and completing administrative tasks for University Housing during summer camps and conferences. This position works closely with University Housing Leadership and Conference and Event Services (CES).

Dates of Employment

- Start Date: Monday, May 20, 2024
- End Date: Saturday, July 27, 2024 *with option to extend*
 - *All Employment Paperwork must be completed before start date*

Minimum Qualifications

- Effective verbal and written communication skills
- Ability to balance multiple responsibilities alongside ongoing summer programs
- Effective organization and delegation skills
- Experience in leadership or management
- A valid Driver's License
- Ability to work 30-40 hours per week.

Preferred Qualifications

- Experience in crisis management and serving in an on-call rotation
- Experience supervising in a university setting
- Experience working in Higher Education, Student Affairs, Counseling, or a related field
- Be enrolled in Graduate Classes in Fall 2024
- Experience working with University Housing in Residence Life, Summer Camps and Conferences, or Service Desk

Core Responsibilities

Supervision

- Directly supervise a team of 15-30 CAs and 1-4 Lead CAs
- Plan and conduct weekly staff meetings for University Housing Summer Staff
- Serve in an on-call duty rotation to provide assistance to CAs, students, and guests.

Administration

- Attend weekly meetings with Housing Leadership, Conference and Event Services, and other campus partners to organize and coordinate efforts for incoming camps and conferences
- Create and manage work schedules for CAs and LCAs
- Document on-campus incidents via Maxient software
- Manage time-off requests to ensure adequate staff coverage
- Assist Housing leadership damage charges and billings
- Assist in CA and LCA training

Service

- Lead and supervise on-site conference responsibilities including check-ins, check-outs, building preparations, building inspections, service desk staffing, and key security audits
- Effectively respond to and resolve guest and staff issues
- Be able to operate a university vehicle
- Uphold the mission and values of University Housing
- Other duties as assigned

Compensation

- \$14.00 per hour
- Furnished staff apartment on campus provided at no cost if desired.
 - *Conference Directors living on campus are neither provided nor 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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