

Lead Conference Assistant (LCA)

Conference Assistants (LCAs) are primarily responsible for providing customer service to summer camps and conferences at Appalachian State University, leading shifts, and assisting Housing Leadership.

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 LCA role
- Not engage in additional campus employment during the term of LCA 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
- Document on-campus incidents via Maxient software
- Create and manage work schedules for CAs
- Plan and facilitate weekly staff meetings with University Housing Summer Staff

- Complete other duties as assigned

Dates of Employment

- Start date: Tuesday, May 21, 2024
- End date: Saturday, July 27, 2024 *with option to extend*
 - *All Employment Paperwork must be completed before the start date*

Compensation

- \$13.00 per hour, paid biweekly
- Private room on campus provided at no cost (LCAs may be assigned to shared apartments)
 - *LCAs 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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