

Conference Assistant
Summer 2023**Position Summary**

The Conference Assistant (CA) is a student assistant position within the department of Housing at the University of South Alabama (South). Appointments are made on a temporary basis during the employment period of May 8, 2023 – August 20, 2023.

Duties & Responsibilities

- Staff the Conference Housing office/desk during normal business hours and some weekend hours as needed
- Provide customer service and administrative support at various group check-in / check-out locations
- Involvement in all phases of Conference Housing operations including but not limited to pre-arrival/post-departure room inspections and key packet assembly/collection/audits
- Work to ensure complete customer satisfaction from beginning-to-end of the conference group's experience
- Maintain a positive attitude and contribute to team efforts
- Willingness to accommodate guests' changing needs in a mature and tactful manner
- Serve as a primary staff member in weekly conference and residential on-call rotation
- Attend weekly staff meetings
- Assist with student housing transitions (i.e., summer to fall)
- Work 20 hours a week on average
- Demonstrate a high level of accuracy and attention to detail in daily work
- May assist with other Summer Housing tasks and duties as assigned

Requirements & Qualifications

- Be in good academic and conduct standing with the University and department of Housing
- Cumulative GPA of 2.5 or higher at time of hire
- Currently enrolled at South (Spring 2023)
- Must live in an assigned residence hall throughout entire employment period
- Must have completed an Academic Year 2023-2024 housing contract in [MyUSAHousing](#)
- Strong understanding and commitment to displaying advanced customer service skills
- Excellent communication and interpersonal skills
- Must be able to carry/lift/push/pull amounts up to 40lbs.
- Knowledge or willingness to learn about South and USA Housing

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- Ability to effectively and positively represent South and USA Housing
- Maintain availability during entire employment period (*May 10, 2023 – August 20, 2023*):
 - *May not hold additional summer employment*
 - *May not be enrolled in May Semester courses*
 - *Vacation requests must be approved prior to beginning of season*

Compensation

Compensation includes a furnished room in an assigned community, unlimited laundry access, and free utilities (including digital cable and internet). Hours worked will be paid at \$8.25/hr, up to 20 hours a week.

Training

Summer Conference Assistant training will be held on May 8-9, 2023. A weekly staff meeting will also occur throughout the summer. Attendance is required at all training events.

Questions

For questions or additional information, contact Lauren McAnally, Assistant Director, Marketing & Communications, by email (lmcanally@southalabama.edu) or phone (251-341-3814).