

CONFERENCE ADMINISTRATIVE ASSISTANT (CAA):

The Department of Residence Life provides summer conference housing in support of the University's mission of teaching, research, and public service. Conference Administrative Assistants work as a team to assist various conference participants, sponsors, and Residence Life staff members throughout the summer. During a 13-week period from mid-May through mid-August, over 7000 participants attend athletic camps, academic programs and workshops on the NDSU campus. Over 50 groups are housed including the North Dakota Special Olympics, North Dakota FFA State Convention, and USA Wrestling National Championships.

Timeline

- January 9:** *Applications available on Residence Life website (ndsu.edu/reslife)*
- February 1:** *Deadline to complete online application*
- February 4:** *Selected candidates contacted to schedule an interview*
- February 5-6:** *CAA interviews take place*
- February 7:** *Candidates notified of selection results*

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REMUNERATION:

- Conference Administrative Assistants are paid approximately \$3,775 for the employment period of Monday, May 13, 2013 through Friday, August 9, 2013. Vacation days and time off will be permitted, subject to availability based on conference scheduling and special projects.
- A single room in an air-conditioned residence hall is provided by the Department of Residence Life.
- Meal compensation is included in addition to base pay.
- Additional employment options may be available from August 10 until the residence halls reopen on August 24.

QUALIFICATIONS:

- Current student at NDSU (graduate or undergraduate).
- Prepared to work full-time (40 hours/week) with great flexibility in hours and scheduling.
- Work experience demonstrating assertiveness, initiative, organization, administration, and confrontation skills.
- Possession of a valid driver's license.
- Positive attitude and enthusiasm for working with conference groups, COAR Team, and Residence Life.
- Preference will be given to students who have lived/currently live in NDSU residence halls/apartments, and to students with work experience within the department and/or with summer conferences.

DUTIES AND RESPONSIBILITIES:

- Actively participate in staff training.
- Reside on campus in the assigned hall with the understanding of possible relocation if needed.
- Perform administrative duties for conference programming. This may include coordination of linen services, scheduling of COAR team work schedules, operating the hall desk, performing check-in/check-out duties, offering customer service to conference guests, disseminating information, reconciling billing, logging rounds, providing back-up for LLC staff, and other duties as assigned.
- Assist all participants and sponsors in interpreting and ensuring compliance with all rules.
- Maintain the desk/office areas in a professional manner.
- Act as a public relations liaison, provide campus and local information, and facilitate interaction among camp participants, sponsors, and staff.
- Maintain punctuality and desire to serve customers.
- Perform other duties as assigned, including work in the Residence Life Central Office and with other special projects.

ADDITIONAL INFORMATION

- Conference Administrative Assistants may not take classes during their period of employment, unless taking them online.
- Based on qualifications of candidates, applications may be screened and interviews offered to a limited number of applicants only.
- No outside employment is permitted.