

SUMMER EMPLOYMENT OPPORTUNITY

CONFERENCE ADMINISTRATIVE ASSISTANT

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 collaborative team to assist the various conference participants, sponsors and department staff members throughout the summer. During a 13-week period from mid-May through mid-August, more than 7,000 participants attend athletic camps, academic programs and workshops on the NDSU campus. More than 50 groups are housed, including the North Dakota Special Olympics, North Dakota FFA Convention and USA Wrestling National Championships.

TO APPLY, VISIT [NDSU.EDU/RESLIFE](https://nds.edu/reslife)

TIMELINE

Nov. 17: Applications available at nds.edu/reslife

Dec. 5: Application deadline

Dec. 9-12: Interviews take place

Dec. 19: Candidates notified of selection results

QUALIFICATIONS

- Current student of NDSU (graduate or undergraduate)
- Prepared to work full-time with great flexibility in hours and scheduling
- Work experience that demonstrates assertiveness, initiative, organization and confrontation skills
- Possession of a valid driver's license
- Positive attitude and enthusiasm for working with conference groups, COAR Team and the Department of Residence Life
- Work experience within the Department of Residence Life and/or with summer conferences is preferred
- During their period of employment, conference administrative assistants may take classes online only
- Based on qualifications of candidates, applications may be screened and interviews offered to a limited number of applicants only

DUTIES AND RESPONSIBILITIES

- Actively participate in staff training
- Reside on campus in the assigned hall with the understanding of possible relocation as needed
- Perform administrative duties with regard to conferences. 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, ensuring hall security 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 – providing campus and local information, while facilitating interaction among camp participants, sponsors and staff
- Maintain punctuality and desire to serve customers
- Perform other duties as assigned, including work in the Department of Residence Life central office and with other special residence hall projects
- No outside employment is permitted

REMUNERATION

- Conference administrative assistants are paid a \$9 hourly wage. 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 Aug. 12 until the residence halls reopen on Saturday, Aug. 22.

PREFERRED QUALIFICATIONS

Administrative skills

- Ability to complete paperwork in a thorough, neat and timely manner
- Ability to quickly understand and carry out new procedures
- Ability to take initiative on projects and other tasks with little direction

Decision-making skills

- Ability to effectively make decisions independently and communicate decisions to proper individuals
- Ability to solve problems with little information
- Ability to proof documents for errors

Customer service skills

- Ability to anticipate and listen to the needs of summer guests and residents
- Ability to effectively communicate directions and procedures
- Ability to connect quickly and develop rapport with a variety of individuals
- Ability to create a welcoming atmosphere for summer guests and residents
- Ability to act as a public relations liaison

Flexibility

- Ability to manage stressful situations with a positive attitude
- Ability to respond quickly to change with minimal stress
- Ability to quickly contribute with a newly formed team