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***CONFERENCE ADMINSTRATIVE ASSISTANT 2016***

***POSITION INFORMATION***

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 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 Fargo Marathon, North Dakota FFA Convention and USA Wrestling National Championships.

**QUALIFICATIONS:**

* Current student of NDSU (graduate or undergraduate).
* Prepared to work full-time with great flexibility in hours and scheduling.
* Work experience which 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*.*
* Conference Administrative Assistants may only take classes online.
* Ability to assist diverse groups of individuals.
* 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 regards 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, assist with the USAW registration process and other duties as assigned including work in the Residence Life Central Office and with other special residence hall projects.
* 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.
* No outside employment is permitted.

**REMUNERATION:**

* Conference Administrative Assistants are paid a hourly wage of 10/hour. 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.
* Dates of employment are May 15-August 12. There will be a few hours in April and May that you will need to attend training but are flexible. Additional employment options may be available from August 13th until the residence halls reopen on Saturday, August 22nd.

**PREFERRED:**

*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

**Timeline**

November 16: *Applications available on Residence Life website (ndsu.edu/reslife)*

December 4:           *Deadline to completed application and sign up for interview*

December 7-10:*CAA interviews take place*

December 18:        *Candidates notified of selection results*