

## **2026 Conference Team Members**

Residence Life Conference Team Members (CTMs) will serve as the main customer service representatives for guests staying in NDSU residence halls during various summer conferences, events, and camps. Additionally, CTM's are responsible for preparing hall spaces for those guests and other tasks needed to prepare and support summer guests.

CTMs can expect to gain experience working with conferences and events. Working in a team environment will assist in developing skills in leadership, teamwork, organization, time management, and communication.

### **Conference Team Members will:**

- Provide customer service for guests staying in the residence halls
  - Staff main desk
  - Complete daily hall rounds
  - Provide on-call coverage when groups are on campus
- Perform administrative duties
  - Prepare residence hall spaces for guests
    - Room setup and teardown (linen placement and removal)
  - Organize keys, signage and other materials
  - Check guests in/out of residence halls
  - Complete paperwork
  - Attend weekly meetings
- Perform other duties as assigned, which may include projects with other on-campus departments and responsibilities that involve physical demands (moving mattresses, lofting beds).

Due to the nature of the position, CTM's will be required to live within a residence hall during the time of employment.

### **Required Qualifications:**

- Excellent communication skills
- Organizational skills and attention to detail
- Effective time management
- Ability to work both independently as well as in a team
- NDSU student (undergraduate or graduate) with a minimum cumulative GPA of 2.5

### **Time Commitment:**

CTMs can move into their assigned hall as early as May 22, 2026; the position begins May 25, 2026 and ends on August 7, 2026. CTMs who are hired as student staff for the fall semester may end their contract early to allow for training.

Due to the nature of this position, **hours will vary greatly**. For example, some weeks may have 5-10 hours, other weeks 35-40. Over the course of the summer, your hours will average about 20 hours/week. Outside commitments/employment are allowed, but must be flexible to the summer conference schedule. With that, team members are able to complete online courses throughout the summer. The CTM supervisor **must preapprove** employment (including on-campus jobs).

Team members are allowed time off during the summer. There are times when all staff must be present and **no time off is allowed**. Staff must be present during these times (additional dates may be added as the summer conference schedule is finalized):

- April 9 5-6 p.m. (HD Social)
- May 25 – May 29 (Training)
- June 1-5 (FFA)
- June 12-14, 19-21 (Football Camps)
- July 8-19 (USA Wrestling)
- July 19-26 (Higher Things)

### **Compensation:**

- Approximately \$3,000 over the summer (paid as an hourly wage of \$14/hour)
  - Hours per week vary; average 20 hours/week
- FREE room and meal compensation
  - Private room in assigned residence hall

### **Application Process:**

*Applications Available* – February 2, 2026

*Application Deadline* – February 27, 2026

*Interviews* – March 16-25, 2026

*Team Announced* – March 27, 2026

**Applications are online at [www.ndsu.edu/reslife/summer](http://www.ndsu.edu/reslife/summer) and must be submitted by February 27, 2026. To complete the application, a resume and cover letter addressing the qualifications and required skills listed above must also be uploaded when applying.**

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