Job Title: **Summer Conference Coordinator**  
Division: Student Life  
Department: University Residences Conference Services  

**Remuneration**  
- Spring $10.00/hour  
- Summer $12.00/hour  
- Summer Room and Board  

**Hours/Week**  
- Spring semester average, 5-10 hours per week  
- Summer average, 30-40 hours per week  
- Required hours include some weekends, nights, and/or holidays  
- Required live-in position  
- This position is considered a full-time commitment, as such, it is expected no summer courses will be taken and no additional summer employment is permitted  

**Contract Dates**  
- The term of employment begins no later than February 5, 2018 and ends August 11, 2018 or a mutually determined date depending on the zone assignment  
- An extension of the employment dates may be granted based on operational need  
- Mandatory training takes place during the week of May 7, 2018 for all summer conference staff  

**Qualifications**  
- High school diploma or equivalent and minimum of one semester of college coursework successfully completed  
- Must be actively enrolled at Purdue University or other higher education institution within the United States  
- Strong interpersonal and communication skills, both verbal and written  
- Attention to detail  
- Ability to multi-task and work within deadlines  
- Ability to work independently and with a team  
- Be timely and organized  
- Previous experience as a Community Assistant and/or Staffing Assistant for University Residences or equivalent preferred but not required  
- Previous supervisory/leadership experience preferred  
- Proficiency in Microsoft Office
Position Summary
This position gives the student the ability to understand and participate in the development and execution of conferences/events. Conference involvement will include planning meetings with the conference coordinator and the chairperson of each conference, forging a letter of agreement, preparing residence hall for arrival of conference group, and preparing the final bill in a timely matter. This position is also responsible for training student staff within conference services. Developmental opportunities include but are not limited to; organization, communication, professionalism, and leadership. This internship-eligible position will report to and work closely with the Assistant Director of Administration and Conferences in their assigned zone.

Duties/Responsibilities
• Communication and customer support with chairpersons or conference coordinators of assigned conferences from planning through successful execution
• Use of a Rooming Management System for all conference-related activity
• Organize information, assess and respond appropriately to the needs of the customer
• Attend and take part in planning meetings
• Track and bill conference fees/charges ensuring accurate billing and customer data
• Participate in and facilitate the summer employee conference training
• Oversee conference check-in and check-outs as needed
• Conduct conference orientations
• Perform additional administrative procedures
• Meet regularly with zone leadership
• Fulfill on-call responsibilities for the operation as part of a scheduled rotation
• Be accessible in person or by phone to address questions or emergencies, including after-hours support
• Maintain confidentiality and exhibit professional conduct when handling sensitive personal information
• Integrate promptness, initiative, adaptability, high ethical standards, professional appearance, and demeanor as part of the conference team
• Respond to emergencies and complete incident reports or other appropriate documents as needed
• Other duties as assigned

Accepting applications now until Dec. 14, 2017

Visit the address below for the online application:
https://www.purdue.edu/studentemployment/site/