

2023 Summer Conference Assistant Position Description

As a part of the Student Housing & Residential Life Department, Conference Services coordinates the housing and space reservations for 10,000 guests annually. A variety of camps, conferences and workshops utilize the University of Houston and therefore our primary goal is to provide superior customer service. Each member of the Conference staff plays a large part in attaining this goal since they are often the first point of contact once guests arrive on campus.

The conference staff are paramount to the success of summer programs at UH and truly serve as ambassadors. We are looking for students who want hands-on experience in a position that is different each day. Students who can work within a flexible schedule are dedicated, hard-working and take pride in each task are encouraged to apply!

Duties

- Maintain desk operations at designated residential halls used for conference groups
- Assist with all tasks related to Conference Services
- Provide excellent customer service
- Provide support that assists in preparation of the floors before conference arrivals.
- Assist with the check-in/check-out process of guest groups
- Enforce all University policies as listed in the Student Handbook and Conference Policies
- Respond to crisis or routine situations as the first line of response for SHRL
- Required to conduct room checks prior to arrival and after departure of a conference group
- Responsible for on-call rotations (number of shifts, length of shifts, time of shifts will vary)
- Assist with various shifts duties for New Student Orientations
- Respond to and report guest concerns to supervisor
- Required to work a 8 hours per week at the residential area front desk
- Attend weekly meetings with leadership for professional development
- Perform other duties as assigned by full-time professional staff members

Qualifications

- Applicants must be currently University of Houston students and enrolled in Fall 2023 classes
- Minimum cumulative 2.75 GPA at the time of hire throughout the time of employment
- Good standing with Student Housing & Residential Life at time of hire and throughout employment
- Ability to commit to taking no more than 3 credit hours per summer term OR working no more than 15 hours per week during the time of employment.

Compensation

- Conference Assistants will receive a compensation package that includes a single room with a shared bathroom, \$700 stipend monthly pay and \$700 in Cougar Cash.

Position Commitments

- Position will require approximately 20-30 hours per week and residence in a university managed property
- All students offered a position will be unable to work at any second on-campus position during the time of employment
- Must be willing to work a flexible schedule including weekdays, evenings, weekends, and holidays
- Attend a weekly meeting on TBD
- Ability to attend mandatory administrative training in May and be available to work May 23, 2023, thru August 4, 2023

To Apply

- Applications are no longer being accepted for 2023.

For additional information contact

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