SUMMER CONFERENCE ASSISTANT
POSITION DESCRIPTION
WRIGHT STATE UNIVERSITY HOUSING OPERATIONS

The purpose of the Summer Conference Assistant (SCA) position is to make a conference stay at WSU enjoyable and productive. This is a summer student employee position that works for Residence Life & Housing.

REQUIREMENTS FOR EMPLOYMENT:
- Must be able to fulfill the term of employment (05/01/20 to 08/12/20). End date may adjust for RA training.
- Must be registered for Fall semester classes by May 1st.
- Must be in good academic and judicial standing.
- Must have completed one semester of attendance at Wright State University before employment date.
- Additional employment or outside commitment is limited (8-10 hours a week) depending on class load and work schedules. Conference Directors will review all employee schedules and approve accordingly.

PREFERRED QUALIFICATIONS:
- Conference experience, Leadership Experience, Residence Life or customer service experience is highly preferred.

COMPENSATION:
- $9.00/hour up to 28 hours a week.
- Guaranteed 10 hours when holding Summer Conference on-call duty phone
- Summer Housing - Single occupancy room in the Woods (1st Boston)
- Local phone, cable, and connectivity service summer semester
- Fun and rewarding summer experience
- Personal growth and rewards

EMPLOYMENT RESPONSIBILITIES:

Training Obligations
- Attend required training sessions during spring and summer semester.
- Attend weekly summer conference meetings and individual meetings as scheduled.

Duty Obligations
- SCA’s will be expected to supply a 24-hour duty coverage when conferences are on campus in the respective communities.
- When on duty, an SCA is available and working in the conference areas.
- Days off are determined by the number of check-ins and check-outs occurring.

Other Obligations:
- Assist with the placement and collection of linens, pillows and blankets for camps using linen.
- Help with turnover of housing facilities from spring semester to summer semester - includes but not limited to auditing rooms, cleaning, moving furniture, completing paperwork, database entry, etc…

Maintain Safe and Organized Conference Programs
- Help the conference staff with their programs.
- Enforce legal and policy infractions in a kind manner.
- Perform room checks as conferences are checking-out of a community. Report maintenance requests as needed.
- Assist conference guests in solving individual concerns during their stay.
- Complete daily/nightly rounds throughout the conference housing areas.

Administrative Responsibilities
- Prepare reports and paperwork as assigned.
- Communicate daily with the Conference Directors.
- Assume additional tasks and duties as requested from the conference directors.

For more information please contact Ciara Newsome 937-775-3372 or ciara.newsome@wright.edu