Spring/Summer 2017 Conference Assistant Housing & Residence Life

***General Description***

This position works with summer guests, Orientation students and families, and camps and conferences, as well as providing front desk services for residential students.

***Qualifications***

* Current Grand Valley State University student.
* Good academic and disciplinary standing

***Preferred Qualifications***

* Strong administrative/clerical skills
* Commitment to outstanding customer service
* Guest relations experience
* Ability to participate and work as part of a team
* Critical thinking skills
* Strong interpersonal communication skills
* Ability to adapt to a changing work environment

***Responsibilities***

* Uphold the mission and values of Housing & Residence Life and GVSU.
* Prepare living areas for arrival of conference groups and/or other guests.
* Provide professional and friendly customer service to guests.
* Staff the front desk, including but not limited to answering phones and other administrative/clerical tasks.
* Participate in required duty shifts; Report emergencies and concerns as appropriate.
* Participate in training and weekly staff meetings.
* Create positive relationships with guests and other GVSU staff members.
* Process guest payments; Must be able to account for all receipts and monies.
* Assist and run check-in and check-out stations for groups.
* Track and audit access cards/keys
* Other duties as assigned by Conference Staff

***Reports To***

* Conference Assistants report to Conference Managers and Client Services Manager.

***Requirements***

* Work approximately 20-40 hours a week. Hours may vary and be sporadic.
* Required to live on-campus for Spring/Summer 2017 term.
* Must limit outside commitments to less than 20 hours a week.
* Approval from direct supervisor for summer school enrollment and/or additional employment.
* Time away is limited specifically between July 9-August 6.

***Compensation***

* Conference Assistants are considered student employees at Class 1, receiving minimum wage of $8.90 per hour. Staff will work a minimum of approximately 20 hours per week and no more than 40 hours per week.
* Conference Assistants will be assigned to a 2- or 4- bedroom unit in a Living Center for the summer.

***How to Apply***

* Interested applicants must apply through Job Board, you will be required to upload a resume, outlining your qualifications for the position, as well as complete two short answer questions.
* Select applicants will be offered an interview with conference staff.
* Applicants will receive notification of employment decisions in late February/early March.

Grand Valley State University Summer Camps & Guest Housing employment opportunities are open to eligible/qualified persons without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, or family status. Persons with disabilities have the right to request and receive reasonable accommodations.