



RIDER UNIVERSITY

2008 Summer Camp and Conference Assistant Job Description

Position Description and Responsibilities

The Summer Camp and Conference Assistant is a student position with Auxiliary Services at Rider University. He/she works under the direct supervision of the Director of Business Conferences and Camps and the Graduate Assistant for Business Conferences and Camps. Specifically he/she will:

- Attend all scheduled training programs and meetings
- Open, prepare, and inventory residence halls and other conference / camp space at beginning of season
- Close and inventory summer residence halls and other conference / camp space at the end of season
- Conduct camp and conference participant check in and check out of the residence halls
- Inspect residence halls before and after each group
- Prepare and maintain athletic venues for camps and conferences, including Alumni Gym, Student Recreation Center and athletic fields
- Provide ice and water service to camps and conferences as needed
- Monitor camp and conference participants for adherence to campus policies and procedures
- Report incidents of misconduct by camp and conference participants
- Assume regularly scheduled on-duty responsibility
- Maintain key, equipment and supply inventories
- Report custodial and maintenance issues to appropriate campus resource
- Assist camp and conference participants as necessary
- Perform additional duties as assigned by the Director of Business Conferences and Camps and the Graduate Assistant for Business Conferences and Camps

Qualifications and Conditions of Employment

Interested candidates must complete an application and successfully interview. The anticipated dates of employment are May 12, 2008 through August 22, 2008. Applicants must have a GPA of 2.0 or higher. He/she is expected to work between 20 and 40 hours per week with a flexible schedule that will include nights and weekends. Candidates hired for the position may also have to qualify for criminal background checks and child abuse clearances which will be paid for by the university.

Compensation and Benefits

- Hourly wage
- Residence hall housing
- Meal plan
- Valuable customer service experience
- A GREAT summer

