

SUMMER CONFERENCE OFFICE ASSISTANT – SUMMER 2024

SUMMARY OF QUALIFICATIONS AND RESPONSIBILITIES

POSITION OVERVIEW

The Summer Conference Office Assistant is a **residential-optional**, full-time, temporary summer position. Office Assistants are hired to provide support to summer camps and conferences. Successful candidates will work under the direct supervision of the Grad Assistant of Conference Services.

Conference Services experiences high volume periods during which individual requests for extended time off for vacation may not be able to be accommodated.

REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE

High School or equivalent. Must be at least 18 years of age. **Valid driver's license required.** Individual must possess excellent skills to include:

- Ability to multi-task
- Organization and strong attention to detail
- Excellent communication (verbal and written)
- Strong work ethic
- Ability to problem solve and work well under pressure
- Time management
- Self-motivated
- Ability to address minor infractions, clearly and assertively
- Attentive to following specific instructions
- Familiar with Microsoft Word and Excel and Google drive shared documents
- Ability to be pleasant, polite and cooperative with fellow employees, University community and external community
- Customer service

The satisfactory completion of a background check, as well as complete a required Online Safety Driving Course. Passing of the course is required to enable access to drive a Rider University vehicle (golf cart).

KEY POSITION ACCOUNTABILITIES

Client Liaison

- Conduct Conference Services participant check-in and check-out process
- Collect and maintain accurate, up to date, conferences rosters and program information
- Deliver quality customer service to clients, participants, vendors
- Interact with Conference participants on a daily basis
- Maintain and update Conference Services bulletin boards within the residence halls
- Answer the Conference satellite office phone and provide support for participants
- Serve as a positive role model for appropriate behavior
- If residential, assume regularly scheduled residence hall duty responsibility

Facilities

- Assist in coordinating and maintaining the Conference Services satellite office
- Compile an accurate inventory report of all room damages after each client's departure
- Maintain the Conference Services golf cart, incident, and ice logs
- Maintain and inventory conference equipment, conference office supplies, keys, signs, lost and found, folders, lanyards, wristbands and informational material

- Report custodial and maintenance issues to appropriate campus resource and follow up on all reports filed

Activities

- Assist in the coordination of all camp schedules
- Learn important information about the university and local amenities to communicate to participants
- Assist the Grad Assistant of Conference Services as needed

Meetings

- Attend Conference Services meetings as required

Financial Accountability

- Maintain and record invoices for camps and follow through with their filing

General

- Perform general office duties such as typing, filing and answering telephones
- Perform additional duties as assigned

PHYSICAL DEMANDS

- The ability to lift 50 pounds

WORK SCHEDULE/COMPENSATION

- Hours per week can vary significantly over the course of the summer and a minimum number of hours per week is not guaranteed. The maximum work hours is 40 hours per week, and the maximum will be required by all staff members during peak weeks.
- Individual must have flexibility to include nights and weekends
- Hourly wage dependent upon experience
- Residence hall housing and discounted meal plan (if residing on campus)

LOCATION

Rider University, Lawrenceville, New Jersey

START/END DATES

May 14, 2024 – August 18, 2024 (subject to change)

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