

UNIVERSITY of
NORTHERN COLORADO



Conference Services

**CONFERENCE ASSISTANT
POSITION DESCRIPTION
SUMMER 2010**

The Conference Services Office contributes to the educational mission of the University of Northern Colorado by providing support and opportunities for participation by on-campus and off-campus patrons in educational, cultural, and recreational experiences. The Conference Services Office supports the University through revenue generation and promotes recruitment through positive experiences for customers while utilizing campus services and resources.

The Conference Assistant (CA) is a student position requiring approximately 40 hours per week. The CA is an integral member of the Conference Services staff and supports the mission by facilitating and managing the following areas of the Summer Conference program:

Customer Relations

- Provide excellent customer service to attendees and guests through effective communication and follow-through
- Serve as desk receptionist, including answering phones, collecting reservations, processing payment information, answering questions, and meeting the needs of the customer
- Be knowledgeable of campus resources including academic and administrative facilities and general information of the Greeley area
- Assist with conference planning including updating materials, attending meetings, check-ins, and check-outs and delivering or picking up necessary materials from offices on campus
- Create an environment where all guests, regardless of race, religion, ability, gender or sexual orientation feel welcomed
- Uphold and support all University and Conference Services policies
- Communicate regularly with Conference Staff regarding any camp or facility concerns
- Assist in the monitoring of the safety and security of Residence Halls

Administrative Support

- Maintain a high attention to detail, timeliness, and accurate record keeping in areas of key management, point of sale receipts, and communication
- General skill and proficiency with desktop computer
- Ability to learn computer technology quickly
- Maintain confidentiality of information at all times
- Attend and participate in scheduled staff meetings and trainings
- Develop and maintain working relationships with all campus personnel
- Develop and maintain an effective working relationship with your supervisor for the purpose of supporting and communicating important aspects about the CA position
- Conference Assistants must display professional behavior and commitment to the Department and the University
- Other duties as assigned

Professionalism

- Maintain an effective working relationship with supervisor and co-workers
- Demonstrate good written communication skills in reports, correspondence, etc.
- Demonstrate good oral communication and listening skills
- Demonstrate quality decision making and evaluative skills
- Serve as a role model for University guests and staff in areas of ethical decision making and mature choices
- Project a positive attitude toward the position, department, and institution

Conditions of Employment

- Flexible 40-hour per week schedule that will **frequently include night and weekend hours**. Schedule will be adjustable from week to week depending on the needs of the conferences.
- Conference assistants will be provided with an on campus single room as a part of the compensation package.
- Conference assistants are discouraged from taking classes during employment.
- Due to the fluctuating schedule additional employment is strongly discouraged and must be discussed prior to accepting the position
- Must be available for position beginning May 24 through August 7, 2010.
- Each conference assistant will be provided 2 scheduled days off per 7 day week with 5 additional days of vacation available. Vacation days are requested at time of application and required by the start date (May 24).
- Conference Services staff are expected to uphold, enforce and live by campus policies. Conference staff found violating policies outlined in the Conference Services Handbook, Student Rights and Responsibilities, and/or laws within the State of Colorado may be terminated.

Compensation

- Single Room available May 24 – August 7, 2010
- Twelve week stipend of \$2160 (\$180/week) paid every two weeks

The University of Northern Colorado is an equal opportunity/affirmative action institution that does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual preference or veteran status. For more information or issues of equity or fairness or claims discrimination contact the UNC AA/ EEO/ Title IX Officer at UNC Human Resource Services, Carter Hall 2002, Greeley, CO 80639 or call 970-351- 2718.