Position Title: Lead Conference Assistant  
Compensation: $11.00  
Location: Housing & Residential Life, El Portal, Room XXX  
Position Type: Student Employment

FOR RECRUITMENT USE

Housing and Residential Life (Housing), a self-funded auxiliary housed in the Student Affairs division of the University of Arizona, operates 24 student dorms and one Graduate housing apartment, that house 7,000 students annually on the University of Arizona Main Campus.

Our Mission: Helping Students Build a Foundation for Success

Our Core Values:

- **Excellence** - Excellence is performing at an extraordinary level and exceeding expectations
- **Respect** - Respect is treating others courteously and professionally in all situations; valuing and honoring diversity in others; being honest, direct, and courteous in all communications and loyal to all, including those not present
- **Integrity** - Integrity is doing the right thing, being honest with oneself and others, being authentic, and being transparent in intent
- **Caring** - Caring is being welcoming, kind, compassionate, and willing to help others; showing concern for a person’s needs; listening more and talking less

Be part of our exceptional student staff and receive hands-on experience, while working in a fun, diverse, inclusive and safe environment. We strive to coach, teach, and mentor all of our students to become successful in and outside the classroom. Studies prove that students with campus jobs tend to perform better in school and have a higher potential for finding employment after graduation.

In Housing & Residential Life, we know that students’ first priority is to learn. We understand the stress of midterms and final exams. We not only teach student employees leadership and time management, but we are also very flexible when it comes to working around your class and exam schedule.

**We prefer Work Study** - Federal Work Study is accepted in Housing & Residential Life. The Federal Work Study Program provides opportunity to full-time students seeking part-time positions. Students must complete the FAFSA and demonstrate financial need for the respective year to receive Federal Work Study. See if you qualify at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

POSITION SUMMARY:

In addition to all the responsibilities of a Conference Assistant. The Lead Conference Assistant will have elevated operational and administrative tasks. This position is open to two individuals, one who will be stationed primarily at our late stay desk and will act as a consistent presence to ensure the desk is running optimally and serving guests to the best of its ability. The second Lead Conference Assistant will have a presence at other dorms housing conferences as the season progresses.

DUTIES AND RESPONSIBILITIES:

1. Communicate regularly with Conference Managers to ensure consistent information is passed to Conference Assistants
2. Work closely with the Conference Assistant Coordinator to plan initial training and further developmental training throughout the summer
3. Approve payroll for Conference Assistants
4. Be present at check-in/check-out for groups in their building
5. Complete a weekly key audit of all open conference halls
6. Plan staff bonding activities
7. Facilitate and help plan a weekly staff meeting with the Conference Assistant Coordinator.
8. Inform Conference Assistants of all pertinent information regarding groups, facilities projects, and any other pertinent information
9. Act as a resource for new and returning Conference Assistants
10. Work closely with the Conference Assistant Coordinator to create and distribute a weekly Conference Assistant schedule.
11. Complete an audit of the lost TAC and Key logs in all open conference dorms and report this to the Operations Team.
12. Manage the Conference Assistant group communication tool
13. Be a consistent presence in the halls assigned. Including working regular shifts there, shadowing new CAs in these buildings, and creating rapport with the groups residing in the buildings.
14. Complete a weekly audit and communicate any early check-outs, late check-ins, or otherwise pertinent group information to Conference Managers.

COMPETENCIES:
1. Administrative Effectiveness
2. Communication Proficiency
3. Customer Service Skills
4. Leadership Skills
5. Systems Management
6. Problem Solving

WORK ENVIRONMENT/PHYSICAL DEMANDS:
This position is primarily a front desk position. There may be travelling between halls during the summer heat. The position requires use of typical office tools like computers and paper logs. The Lead Conference Assistant must be able to communicate clearly.

POSITION TYPE/EXPECTED HOURS OF WORK:
This is an hourly student leadership position. The Lead Conference Assistant is expected to work during the conference desks operating hours of 8am-8pm Monday-Friday. They will not be present this whole time, but can work up to 35 hours during these times.

MINIMUM QUALIFICATIONS:
- Must be enrolled for previous Spring and following Fall for 6 or more units
- Must be available May 13th – July 31st.
- One year of experience in a comparable student position.
- 2.5 or higher GPA

PREFERRED QUALIFICATIONS:
- At least one year experience with the Conference and Guest Services program
- Or at least one year experience in a Housing and Residential Life position
- Ability to use Microsoft Office software
- Ability to using Housing Software – StarRez
- Strong communication and interpersonal skills
SUPPLEMENTAL REQUIREMENTS:

- Housing & Residential Life is a security sensitive department and this position requires a finger-print criminal background check
- Motor Vehicle Division check