

Job Title

Summer Conference Assistant

Job Description

Summer Conference Assistants support guests by working at the hall desk answering phones, taking messages, checking guests in and out of rooms, answering questions, basic building management, completing miscellaneous tasks as assigned. Six positions are available.

Employment Period

within May 8 - August 14

Wage

\$7.25/hour for office hours plus room & board

Hiring Process

Application and interview

Contact Person

David Schmid, 273-2249

Date of Notification

March/April

Web Application

Positions have been filled

Notes

- Customer service skills, organizational skills and willing to work evenings and weekends
- Hours vary per week depending on conference group schedules
- This job involves living on campus in a residence hall.

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