

CONFERENCE ASSISTANT
Job Description
University of North Carolina at Wilmington
Office of Housing and Residence Life

The University of North Carolina at Wilmington is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, age, or disability. Moreover, the University of North Carolina at Wilmington is open to people of all races and actively seeks to promote racial integration by enrolling a larger number of black students.

Further, the university affirms that admissions and employment decisions will be made without regard to an individual's political affiliation, sexual orientation, or relationship to other university constituents. The university seeks to promote campus diversity by employing a larger number of minorities and females where these groups are under-utilized within the university. Questions regarding program access should be referred to the Compliance Officer, UNCW Chancellor's Office, 601 South College Road, Wilmington, NC 28403-3297, (910) 962-3000; 962-4050 (fax).

UNCW residence halls allow all students the opportunity to become actively involved in campus life. The Office of Housing and Residence Life provides a variety of programs and activities in and around the residence halls to enhance students' total educational experience. All of the residence halls are accessible in that they have elevators and adapted restrooms. Further, entrances to all buildings are either ramp-accessible or located on the ground floor. The first floor of each residence hall has all the services that are available on higher level floors to allow students with disabilities equal access to services. The Suites and UNCW Apartments have some first-floor units that have been designed to accommodate students with disabilities. For Further information, contact the Office of Housing and Residence Life at (910) 962-3241.

Qualifications:

1. Must be knowledgeable and able to articulate and implement University policies, rules, and regulations; must also have a working knowledge of campus and community resources.
2. Must be a UNCW student in good academic standing (minimum 2.0 GPA).
3. Must have a clear judicial record at the time of hiring and must maintain this status throughout the term of employment.
4. Must have demonstrated the willingness to accept supervision, the ability to follow directions, the capability to work under pressure and work as a team.
5. Must demonstrate excellent public relations and customer service skills.
6. Must be committed to successful teamwork with the entire summer conference and housing staff.

Job Responsibilities:

1. Must attend all staff meetings and training sessions.
2. Present a good image of the University through appearance, pleasant, helpful disposition, positive and responsive attitude and actions.
3. Must perform the following administrative tasks associated with summer conferences:
 - a. Conference participant check-in and check-out; i.e. room key distribution and collection.
 - b. Inspect rooms prior to and after conferences, including distributing and collecting linen.
 - c. Report maintenance needs including filling out and submitting work requests.
 - d. Usher participants to room assignments.
 - e. Provide emergency custodial room care and services.
 - f. Distribute pertinent information to conference participants (i.e. bulletins, messages).
 - g. Be a convenient and reliable resource and reference person for conference participants.
 - h. Fulfill desk coverage and duty responsibilities as assigned.
 - i. Other duties as assigned by Assistant Director of Housing Operations or the Head CA.

4. Must perform the following administrative tasks associated with 12 month rollover:
 - a. Inspect rooms after they are vacated by summer residents.
 - b. Re-inspect rooms after work is completed to verify a room is ready to be occupied.
 - c. Assist in the maintaining of paperwork associated with the rollover process.
 - d. Participate in the execution of the lock out process.
 - e. Remove student belongings from rooms as directed by the Assistant Director of Housing Operations.
 - f. Perform walkthroughs of apartments in preparation for the rollover process.
 - g. Other duties as assigned by the Assistant Director of Housing Operations or the Head CA.

Terms of Employment:

1. Applicants are required to work full-time, including some early mornings, some evenings, and on weekends. Departmental permission is required for a Conference Assistant to be away from campus.
2. The position of CA takes first priority over other time commitments.
3. Must reside on campus, in an assigned apartment.
4. Involvement in any other employment is not permitted without approval of the Assistant Director.
5. The Conference Assistant will receive a salary of \$425.00 per month for three months. A room is provided at no charge; board provided in Food Dollars of approximately \$275.00 per summer session. Payroll and Benefits Office determine the pay period schedule.
6. May enroll in a maximum of one summer session course for one summer session only.
7. CA's report directly to and are supervised by the Head CA
8. The Head CA will receive a salary of \$715.00 per month for three months, a room provided at no charge and board provided in food dollars of \$275.00 per summer session.

CA SELECTION PROCESS TIMELINE

February 25, 2009

Applications available

March 27, 2009

Completed application due to the HRL Office by 5:00 p.m.
(This includes all references)

March 30-April 3, 2009

Individual interviews held for invited candidates

April 6, 2009

Offer letters sent to candidates PO Box

Specific training dates will be based upon the class schedule and available time of the Conference Assistants and the housing personnel.

Steps to Successfully Completing the Conference Assistant Application Process

1. Distribute the Community or University Reference Forms to 3 people who have observed your skills and ask that these be completed and returned to the Office of Housing and Residence Life no later than March 27, 2009 by 5:00 PM. **There should be 3 completed and returned forms.**
2. Carefully read the general information page and the position description. They are key to being able to respond to some essay questions on the application.
3. Remove the application form and *type* the information requested on the front of the application form. On separate pages, *type* your responses to the essay questions. *You may also use a computer.*
4. Sign and date the application form.
5. **Return the completed application to the Office of Housing and Residence Life no later than 5:00 p.m. on March 27, 2009.**
6. Retain the application packet for your reference throughout the selection process.

OFFICE OF HOUSING & RESIDENCE LIFE

The University of North Carolina Wilmington -601 South College Road - Wilmington, NC 28403-5959 – phone: 910.962.3241 - Fax: 910.962.7032

Conference Assistant Position Application

PLEASE TYPE OR PRINT IN BLACK INK

Full Name _____ ID Number _____

Addresses

Local Address or Room Number _____
Street City State Zip

Permanent Address _____
Street City State Zip

Permanent Phone: _____ UNCW P.O. Box: _____

E-Mail Address: _____

UNCW Information

Class (check one) ___Fr. ___So. ___Jr. ___Sr. ___Gr. Expected graduation date _____

List the number of semesters you have lived on the UNCW campus, including this semester _____

List the number of semesters you have lived on campus at **other** universities _____

Are you currently a Resident Assistant? ___ Yes ___ No

Have you applied to be a Resident Assistant in August 2009 ___ Yes ___ No

Most recent semesterly GPA _____ Cumulative GPA _____ Major _____

Criminal History

Have you ever been convicted of a criminal offense other than a minor traffic violation? ___ YES ___ NO

Are there criminal charges pending against you at this time? ___ YES ___ NO

Essay Questions

Staple to the application your typed responses to the following questions. Be sure your name, the year of application and "Conference Assistant Applicant" is on the top right hand corner of each page submitted. Limit your responses to 300 words or less, per question.

1. Please list and describe any experiences you have had which qualify you to be a Conference Assistant. Include the reasons why you feel each experience is relevant.
2. Why are you interested in the position of Conference Assistant?
3. Describe your other time commitments for summer 2009, including courses, volunteer work and extracurricular activities. Include the exact times you are involved in these activities, if known, or the number of hours per week if the exact times are unknown.

References

Three reference forms have been included in this application. Appropriate references may include an RA, RC, faculty/staff member, current or former employer, a volunteer-experience supervisor or other work/performance-related reference. Each reference should return the form, by fax or mail, directly to the Office of Housing & Residence Life. Please avoid asking friends and family members to submit reference forms for you.

Please read carefully & sign

I wish to apply for a Conference Assistant position at the University of North Carolina at Wilmington. I certify that all application statements are true, to the best of my knowledge. I authorize the Office of Housing & Residence Life to solicit any information, from a variety of sources, regarding my candidacy. I understand that the Office of Housing & Residence Life must receive all three reference forms to consider my application complete. I have read and understand the job. In signing this application, I express my willingness to accept all the responsibilities of the Conference Assistant position. I fully understand, if appointed, I am expected to work an entire summer. I also understand that, by signing this application, I authorize the Office of Housing & Residence Life to access my grade point average, throughout my candidacy and employment as well as check my judicial records with the Dean of Students Office.

Signature

Date

Name of Applicant _____

IMPORTANT: Applicant, please read the following section carefully and indicate whether you waive your rights to read this recommendation or whether you do not waive your right to read this recommendation. One of the lines **MUST** be signed.

The Family Educational Rights and Privacy Act of 1974 opens many student records for students' inspection. The Law also permits students to sign a waiver relinquishing their rights to inspect letters of recommendation. The applicant's signature below constitutes his/her choice.

I waive the right to read this recommendation. _____

I do not waive the right to read this recommendation. _____

CONFERENCE ASSISTANT JOB DESCRIPTION

The ideal Conference Assistant would be confident, enthusiastic, mature, and able to relate assertively to adults, college students and youth. It is essential that the person be thorough in administrative work, pay attention to detail, and do work right the first time. Teamwork and positive attitude are also required for the Conference Staff.

Please rate the applicant in regards to the following characteristics/skills by circling the appropriate designation:

- | | |
|---|--|
| 1 - Individual is poor in these areas | 4 - Individual is above average in these areas |
| 2 - Individual is below average on these criteria | 5 - Individual highly meets/exceeds criteria |
| 3 - Individual satisfactorily meets criteria | |

ADMINISTRATIVE RELIABILITY

- | | | | | | |
|---|---|---|---|---|---|
| 1. Punctuality: Attends and is on time for meetings; completes material accurately and submits it in a timely manner. | 1 | 2 | 3 | 4 | 5 |
| 2. Attention to detail: Work is completed and performed as requested, work is organized, systematic, and neat. | 1 | 2 | 3 | 4 | 5 |
| 3. Reliability: Can be counted on to perform as expected; does not need reminders; follows directions. | 1 | 2 | 3 | 4 | 5 |

ROLE MODEL

- | | | | | | |
|--|---|---|---|---|---|
| 1. Responsibility: Exercises authority appropriately; can work independently; ability to make good decisions; does not make decisions or commitments beyond his/her authority. | 1 | 2 | 3 | 4 | 5 |
| 2. Trustworthy: Can be trusted to handle confidential information, money, keys, etc., properly. | 1 | 2 | 3 | 4 | 5 |
| 3. Flexibility: Ability to adapt to changing situations; can assess potential "problem" situations accurately and act appropriately. | 1 | 2 | 3 | 4 | 5 |

- | | | | | | | |
|----|--|---|---|---|---|---|
| 4. | Commitment: Communicates a positive image of UNCW and the Office of Housing and Residence Life; demonstrates effort. | 1 | 2 | 3 | 4 | 5 |
| 5. | Attitude: Demonstrates a positive attitude toward work; expresses criticism constructively; supports decisions that go against personal preference; refrains from excessive complaining; demonstrates caring | 1 | 2 | 3 | 4 | 5 |
| 6. | Team Member: Supports efforts of co-workers and supervisor, willing to fill in for others or share extra work if needed. | 1 | 2 | 3 | 4 | 5 |
| 7. | Appearance: Presents a neat and professional appearance when needed. | 1 | 2 | 3 | 4 | 5 |
| 8. | Knowledgeable about UNCW: Demonstrates accurate knowledge of policies, services, and programs. | 1 | 2 | 3 | 4 | 5 |

Please make additional comments here about this candidate's ability to fulfill the duties of the Conference Assistant position.

Thank you for taking time and effort to complete this recommendation.

Signature _____ Print Name _____

Title _____ Date _____

Address _____ Phone _____

City _____ State _____ Zip Code _____

Completed reference forms must be received by March 27, 2009 to complete a student's application.

Please return to: University of North Carolina at Wilmington - Office of Housing and Residence Life
 601 South College Road
 Wilmington, NC 28403
 (910) 962-3241 (Office)
 (910) 962-7032

