Position Title: Summer Conference Assistant

Supervisor Names: Nathan Sherman / Charbra Parkman

Supervisor Titles: Housing Coordinator / Assistant Director

Department: Student Development / Capstone Management

Location of Position: On-Campus

Number of Openings: 10

Hours per Week: 20 hrs/wk + overnight and weekend duty (TBA)

Hourly Rate or Salary: $2000/total stipend

Position Duties & Description:

The Summer Conference Assistant position is an integral part of the staffing and services provided to summer conference guests by the Office of Housing and Residence Life and Capstone.

Contract will begin in late May and end in mid-August 2018. The Summer Conference Assistant will be hired as summer staff by Capstone and will be compensated with a single room in an apartment/suite shared with other summer conference assistants (valued at approximately $3,475) and a monetary stipend totaling $2,000 to be paid in bi-weekly installments. Basic cable and Ethernet are also included.

Summer Conference Assistants shall:
NOTE: This list has been edited for space. A complete list of duties can be obtained through the Office of Housing and Residence Life during the application process in the spring.

- Be available to interact with students/guests in the residence halls.

- Work approximately 20 hours each week split between the Student Development Office, under the supervision of the Housing Coordinator, and the Capstone Management Office, under the supervision of the Assistant Director.

- Obtain approval from your supervisors before making personal, extracurricular, employment or academic commitments of over 10 hours per week.

- Permission must be granted by immediate supervisors for weekend leaves and/or extended vacations.

- Remain in the hall through, and possibly after, the official summer closing dates to complete administrative tasks.

- Perform administrative tasks such as filing, copying and data entry.

- Work closely with the Conference staff to ensure quality service delivery for summer school students and conference guests.

- Assist with the check-in/out process for summer residents/guests including preparing keys/welcome letters prior to arrival and greeting residents/guests upon arrival.

- Assist in the turnover of rooms for summer residents/guests including linen placement/removal and light cleaning.

- Serve as a liaison between guests and the custodial and maintenance staffs about completing custodial and maintenance requests.

- Post notices and information promptly.

- Take part in an "on-call" duty system (5:00p.m. - 9:00a.m. on weekdays and all day on Saturdays, Sundays and weekday holidays) on a rotating basis. The staff member on duty must remain within 15 minutes of campus at all times, must respond to all calls, must sleep on campus and must conduct daily and/or nightly rounds in all buildings.

- SCA's may expect to respond to noise complaints, facilities issues, or any number of other guest concerns and will work with professional staff members for consultation and in emergency situations.

- Report all unusual events to the Residence Hall Director and on-call/Capstone Management.

- Complete Room Inspection and Room Inventory forms as required.

- Submit nightly reports when on call.

- Hand in all paperwork in a timely, neat and efficient manner.

- Manage mail distribution for all summer residents.

- Complete a mandatory Capstone training

- Attend a weekly staff meeting (schedule determined at the beginning of the summer)

- Maintain high personal and ethical standards. Behave with the professionalism appropriate to the position. Subject to termination if staff member violates any Residence Hall or College policy.

Qualifications:
Good academic and disciplinary standing throughout employment term.

Leadership Responsibilities:
- Attendance and participation in the 2017/18 Leadership Selection Process
- Must remain in good academic and disciplinary standing
- Uphold and abide by the policies and procedures in the MassArt Student Handbook
- Check MassArt e-mail at least once per day during Summer 2018 employment