CONFERENCE SUMMER SUPPORT COORDINATOR

**POSITION DESCRIPTION**

**Dates of Employment: May 18, 2018 – August 13, 2018**

**CONFERENCE SERVICES:**
On-campus conference housing is available from late May to early August to University sponsored groups. The summer conference program serves approximately 13,000 persons, including camps and conferences. The Conference Summer Support Coordinator (CSSC) is an important member of the Conference Services staff who will be involved in the summer conference housing program. They are generally an undergraduate student who serves a group of conference guests staying in the residence halls during their particular conference. The CSSC is supervised and evaluated by a Community Director, Graduate Hall Director, Resident Manager and/or summer ACUHO-I intern. The CSSC will be responsible for administrative duties such as check-in and check-out as well as creating a comfortable and welcoming atmosphere for all conference guests.

**QUALIFICATIONS TO BE A CONFERENCE ASSISTANT:**
- Must be enrolled as a student of Texas A&M University during the spring semester prior to employment. The staff member may only be enrolled in one traditional class and two online classes as a CSSC. Any exceptions require approval by your supervisor and clearance with the Residence Life Business Office.
- No requirement to live on-campus.
- Must have and maintain a 2.25 cumulative and 2.0 semester GPR. When applicable, summer employment is contingent upon successful completion of the Resident Advisor (RA) position and academic requirements for the CSSC position in May. Any CSSC placed on performance or academic probation may not be offered employment until that probation period has ended.
- Be willing to work varied hours, which would include the nights, weekends, and holidays, as required by the conference schedule.
- Must be able to work up to 28 hours per week.
- All vacations must be approved by your supervisor(s).
- Participation in extracurricular activities needs to be approved by your supervisor(s).
- May have outside employment with prior approval from their supervisor(s); totaling no more than 10 hours per week.
- Must attend designated staff training, staff meetings, one-on-one meetings, and complete assigned online trainings.
- Must be academically classified as a sophomore or above at the time of employment.
- Be willing and committed to working in a multicultural, diverse environment.

**CONFERENCE SUMMER SUPPORT COORDINATOR RESPONSIBILITIES:**
- Assists with the setup of facilities.
- Works with the supervisor(s) on room assignments.
- Completes inventory of residence hall spaces prior to Fall 2018 opening.
- Completes residence hall room checks, which requires inspecting all resident rooms and public areas, upon completion of each conference, and complete appropriate forms and submitting necessary work orders in a timely manner.
- Coordinates setup of linens with Custodial and Residence Life Staff.
- Sorts, counts, and marks residence hall linens in the designated hall closets.
- Makes beds and changes linens as required.
- Distributes linens, towels, and room supplies.
- Operates cleaning equipment, including washers and dryers, to clean linens.
- Properly utilizes cleaning and sanitation products by following instructions and using as directed.
- Meets physical demands, including reaching, kneeling, bending, and lifting, pushing, and pulling required loads (about 30lbs).
- Locks and unlocks assigned buildings and secure buildings when the facilities are not in use.
- Cross trains to provide support for Conference Residential Services staff.
- Provides excellent service to guests and is an ambassador of Texas A&M University, the Division of Student Affairs, and the Department of Residence Life.
- Works scheduled check-in and check-out shifts, follows check-in and check-out procedures, distributes and collects keys, and completes other tasks/duties as assigned.
- Completes other duties as assigned.
TERMS, REMUNERATION, AND ROOM RENT:
1. Initial appointment for CSSCs will be for the summer.
2. Compensation for Summer 2018 is as follows:
   - Beginning rate: $8.75 per hour
   - 1st Anniversary: $9.00 per hour
   - 2nd Anniversary: $9.35 per hour
   - 3rd Anniversary: $9.85 per hour
   All hours will be clocked utilizing Workday, and will be paid according to the bi-weekly pay schedule.

3. Texas A&M University is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To fulfill its multiple missions as an institution of higher learning, Texas A&M encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. The University also strives to protect the rights and privileges and to enhance the self-esteem of all its members. Faculty, staff and students should be aware that any form of harassment or any form of illegal discrimination against any individual is inconsistent with the values and ideals of the University community.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Supervisor Signature</td>
</tr>
</tbody>
</table>