

Summer Conference Assistant Job Description

The position of Summer Conference Assistant (CA) within the Department of Housing and Residence Life is a summer student staff position that requires the CA to reside in campus housing during the summer conference period while employed. The CA is responsible for assisting summer conference groups and serving as a resource for camps and conferences. The CA serves on a duty rotation. The CA works under the direction of the HRL Summer Conference Team Residence Life Coordinators (RLCs) and is indirectly supervised by the Assistant Director (AD) of Greek Housing and Summer Operations.

I. Qualifications:

- A. Must have been enrolled fulltime (12 hrs.) during the prior spring and enrolled fulltime (12 hrs.) in the upcoming fall.
- B. Must have lived in campus housing at least 1 semester.
- C. Have minimal to no conduct history at the time of applying.
- D. Must have a Southern Miss cumulative GPA of at least 2.50 or higher.

Preferred Qualifications:

- A. Ability to effectively communicate orally and written.
- B. Prior customer service training.
- C. Student leadership experience.
- D. Ability to work in team-settings.

II. Agreement:

- A. The conference assistant agreement is for one (1) full summer term, beginning in May running through the end of July. The final date is subject to change based on conference groups. Conference Assistants are required to arrive earlier due to prep trainings. Trainings are mandatory. Conference Assistants are expected to do everything possible to be present during mandated events.
- B. Conference assistants receive a scholarship equivalent to the cost of a single room, a meal allowance, wages paid up to 10 hours per week, and department apparel (to be worn during duty and desk shifts). This remuneration applies only during summer conference and when dining services are in operation.
- C. Conference assistants are held responsible to the terms of the housing agreement, the Residence Life Handbook, and all other published University policies and procedures. In the event a Conference Assistant is terminated or resigns, the Conference Assistant will be eligible to move out of housing or choose to move to summer school housing if enrolled in classes. The housing and meal plan will be prorated based on move out date. It is also understood that the Conference Assistant will forfeit all compensation, which includes, but is not limited to housing, meal allowance, and wages.
- D. Conference Assistants are required to serve on a daily rotational on-call duty schedule to attend to after-hour incidents. Updates professional staff on duty-calls concerning, but not limited to, University police, mental health, building maintenance, conflicts, etc.
- E. Conference Assistants are required to work alongside with the Summer Conference Residence Life Coordinators and to plan and organize check-ins, check-outs, building walkthroughs, etc.
- F. The conference assistant position is a live-in position, which requires the conference assistant to live in an assigned room within the summer conference residence halls for the duration of their employment. Conference Assistants may not allow others to live in the assigned room and must follow the visitation policy.
- G. Staff members who face disciplinary action or termination are entitled to one appeal. To qualify for an appeal, new or sufficient evidence must be presented as proof for an appeal. That appeal should be made to the Associate Director of Residential Learning and Leadership Development. The appeal decision serves as a final decision.

General Availability

- A. Be reasonably available in the evening hours and on weekends when days are not declared an approved day off.
- B. Resides in the building every night of the week, including during duty and closed weekends.
- C. There will be certain weekends that will be deemed “closed weekends”, and all staff will be required to remain in the halls during that time. Closed weekends will be only, when necessary, based on camps and conferences.
- D. Remains in the halls to assist with crisis management as directed by professional staff member(s). A declared crisis may consist of, but not limited to, weather emergencies, camp participant concerns, assistance with preparations and storm aftermath.
- E. Conference assistants will be allowed time off per month. Requests for an individual or weekend days off must be submitted 48 hours prior to the absence and pre-approved by the summer Conference Residence Life Coordinator team before leave can be taken. There is a 3:00 a.m. curfew that staff members will be required to meet when they are not on duty and have not declared the day(s) as an “off day(s)”.
- F. *This position is deemed Essential Emergency Staff and is required to report for storm duty as well as respond to any other emergencies deemed necessary.*

Customer Service

- A. Communicates with all conference participants as a means of establishing friendly relationships, identifying problem areas, disseminating, and obtaining information, and answering questions.
- B. Functions as a resource referral person for conference participants by directing them to the appropriate campus office and/or continuing appropriate notification to summer Conference Residence Life Coordinator.
- C. Conference Assistants must role model good behavior by following campus housing and University policies. Behavior that is questionable both on and off campus could result in disciplinary action or termination.
- D. Maintain a positive attitude towards colleagues, visitors, guests, and professional staff members.
- E. Communicates to all conference participants in a respectful manner.

III. Conference Assistant Job Tasks:

Administrative

- A. Acts as a liaison between the summer Conference Residence Life Coordinator team and conference group, visitors, and guests residing in the summer conference residence halls in all matters of mutual concern.
- B. Submits administrative tasks on time and meets all deadlines assigned by supervisor.
- C. Assists the summer Conference Residence Life Coordinator Team in maintaining rosters at each summer conference residence hall for each group.

Desk Operations

- A. Assists the summer Conference Residence Life Coordinator team in maintaining security in the halls by conducting key/access card inventory as requested by the Summer Conference Residence Life Coordinator Team.
- B. Assist in the opening and closing of the summer conference buildings at the beginning and end of the summer.
- C. Works at the front desk as needed and follows all front desk policies and procedures, including properly clocking in for every shift, sign daily log, and approve time upon completing shift. Maintains awareness of conference participants entering and exiting the building, where there is a front desk in operation.

Facility Management

- A. Serves as additional live-in personnel responsible for assisting the Summer Conference Residence Life Coordinator Team in the upkeep of the building.
- B. Keeps the Summer Conference Residence Life Coordinator team informed of maintenance issues on the interior and exterior of building.

On-Call Duty

- A. Completes all duty tasks while serving on call duty. Daily and weekend duty will be determined by the Summer Conference Residence Life Coordinator team and according to the needs of camps and conferences. Rounds are twice per evening, 5:30 and 10:30 p.m. Lockouts and dead doors are part of on-call responsibilities.
- B. Responds to emergency situations quickly and make regular visual inspections of the condition of the facilities to communicate to the Summer Conference Residence Life Coordinator team, Assistant Director, or Maintenance Office.
- C. Conference Assistants are required to work during summer holidays when the summer conference residence halls are occupied.