SUMMER CONFERENCE ASSISTANT
2016 SUMMER EMPLOYMENT
WRIGHT STATE UNIVERSITY HOUSING OPERATIONS

- Application must be turned in by March 18th at 5:00pm to Residence Life & Housing office.

- All applications will be reviewed by March 25th. After application review, we will notify all candidates either we are interested in setting up an interview or are moving forward with pursuing other candidates.

Continue below for Job Description and Application
SUMMER CONFERENCE ASSISTANT
POSITION DESCRIPTION
WRIGHT STATE UNIVERSITY HOUSING OPERATIONS

The purpose of the Summer Conference Assistant (SCA) position is to make a conference stay at WSU enjoyable and productive. This is a summer student employee position that works for Residence Life & Housing.

REQUIREMENTS FOR EMPLOYMENT:
- Must be able to fulfill the term of employment (5/9/2016 to 8/11/2016). End date may adjust for RA training.
- Must be registered for Fall semester classes by May 1st.
- Must be in good academic and judicial standing.
- Must have completed one semester of attendance at Wright State University before employment date.
- Additional employment or outside commitment is limited (8-10 hours a week) depending on class load and work schedules. Conference Directors will review all employees’ schedules and approve accordingly. (SCAs cannot hold another on campus position due to the 28 hour rule)

PREFERRED QUALIFICATIONS:
- Conference experience, Leadership Experience, Residence Life or customer service experience is highly preferred.

COMPENSATION:
- $9.00/ hour- up to 28 hours a week.
- Guaranteed 10 hours when holding Summer Conference on-call duty phone
- Summer Housing - Single occupancy room in the Woods (1st Boston) or Honors (3rd East).
- Local phone, cable, and connectivity service summer semester
- Fun and rewarding summer experience
- Personal growth and rewards

EMPLOYMENT RESPONSIBILITIES:
Training Obligations
- Attend required training sessions during spring and summer semester.
- Attend weekly summer conference meetings and individual meetings as scheduled.

Duty Obligations
- SCA’s will be expected to supply a 24-hour duty coverage when conferences or Guest Housing are on campus in the respective communities. There will be two summer conference duty phones. The Woods SCA staff will rotate one phone. The Honors/Hamilton/Guest Housing staff will rotate one phone.
- When on duty, an SCA is available and working in the conference areas.
- Days off are determined by the number of check-ins and check-outs occurring.
- Assist with the placement and collection of linens, pillows and blankets for camps using linen.

Maintain Safe and Organized Conference Programs
- Help the conference staff with their programs.
- Enforce legal and policy infractions in a kind manner.
- Perform room checks as conferences are checking-out of a community. Report maintenance requests as needed.
- Assist conference guests in solving individual concerns during their stay.
- Complete daily/nightly rounds throughout the conference housing areas.

Administrative Responsibilities
- Prepare reports and paperwork as assigned.
- Communicate daily with the Conference Directors.
- Assume additional tasks and duties as requested from the conference directors.

For more information please call Wisnu Sugiarto at (937) 775-3083 or e-mail at Wisnu.sugiarto@wright.edu
SUMMER CONFERENCE ASSISTANT APPLICATION
WRIGHT STATE UNIVERSITY HOUSING OPERATIONS

PLEASE COMPLETE AND RETURN TO:
Wisnu Sugiarto, Residence Life & Housing (Community Building)

**Due: March 18, 2016 by 5:00 p.m.**

THE FOLLOWING INFORMATION MUST BE PROVIDED FOR THE APPLICATION TO BE CONSIDERED. PLEASE PRINT LEGIBLY.

Name_________________________________________ UID_____________________

Local Address:

Email:

Current Status: 1st YEAR, SOPH, JUNIOR, SENIOR, GRAD.

Major: ___________________________ Cum GPA: ___________________________

Summer work study? _______ Yes, _______ No Amount Awarded $ __________________

Have you lived on campus? If so, where and how long?

What other activities/commitments do you intend to participate if you serve as a Summer Conference Assistant (SCA)?

List your references: Name, address, phone, relationship, any other additional information you would like to add.
List any leadership or extracurricular experiences you have and how they might benefit the SCA position. (i.e. clubs, teams, groups, training, etc.)

Please list your past employment experiences starting with the most recent. List company name, position, dates, and responsibilities.

What are your goals this summer?

Addition information you would like us to consider.

FOR MORE INFORMATION PLEASE CALL WISNU SUGIARTO at (937) 775-3083 or email at wisnu.sugiarto@wright.edu If you are taking summer classes please attach your summer class schedule or an estimate of your schedule.