

Conference Assistant Job Description, Summer 2025

TITLE: *Conference Assistant*

DATES: May intersession date – **May 10 – May 30** (only a few individuals will be asked to work these dates and will require previous on-call experience)
Required start date – **May 27**
Required end date – **August 8**

JOB SUMMARY: Under the supervision of the Associate Director, Assistant Director, and the Hall Staff, the Conference Assistant is responsible for servicing the needs of conference groups and their participants. The Conference Assistant will be involved in all phases of the conference program including general program preparation and attending to specific conference needs.

JOB DUTIES:

- Work with all adult and youth conference groups.
- Work shifts at residence hall front desks as assigned, organizing and updating information as needed, cleaning and maintaining desk area.
- General conference preparation which includes assisting in preparation of rooms, inspecting residence halls to note needed repairs, assist in preparation of key packets, and inventory of conference supplies and keys.
- Responsible for setting up front desks and preparing buildings used for conference housing.
- Meet and communicate daily with the Hall Staff.
- Submit reports as required and provide necessary follow-up.
- Serve as referral/resource person to conference participants.
- Maintain accurate and up-to-date listing of participants, location of participants, services available, campus and local telephone numbers. Greet and receive inquiries in a polite and courteous manner.
- Perform check-in and check-out duties.
- Assist in acquainting conference organizers with conference policies and procedures, emergency policies, and facility layout.
- Conduct safety presentations to camps and conference groups.
- Inventory and report missing keys to Hall Staff daily.
- Work special events as needed.
- Perform on-call duty responsibilities.
- Assist with building tours.

- Present good image of Missouri State University by means of a tidy appearance, a pleasant and helpful disposition, a positive attitude, and responsive action.
- Tear down front desk and returning supplies after conference season is over.
- Work a flexible schedule, including weekends and nights – will vary dependent on conference schedule.
- Assist the Associate Director, Assistant Director, and Hall Staff with other duties as assigned.

REQUIREMENTS:

- Minimum of 12 completed hours with 2.5 GPA
- Enrollment at Missouri State for Summer 2025 or Fall 2025 semester
- Experience working in residence hall system or in hospitality/service industry
- Ability to communicate well in group and individual situations
- Ability to quickly evaluate and respond appropriately to crisis situations
- Must be able to get along with others and work well under pressure
- Must wear conference attire (provided by Department)
- Must reside in assigned residence halls during the summer months. *May be required to move to temporary locations as needed.*
- As a live-in staff member, the Conference Assistant will be expected to be available to assist conference participants as per scheduled assignments. The CA will be expected to be accessible in person or by telephone to handle questions and emergency situations.
- Work in autonomous, flexible environment
- Receive prior approval to work a job outside the CA job (this includes internships, practicums, and volunteer hours.)

COMPENSATION:

- Private room including local phone service, microwave, refrigerator, and computer. Conference Assistants are required to sign a housing contract, pay the security deposit, and assume responsibility for all long-distance telephone bills and for room condition upon checkout.
- Meals at a University food service facility while in operation. When not in operation, the Department will make arrangements.
- Hourly wages (\$12.30/hr) for some duties associated with the position other than on-call responsibilities.