Conference Assistant (CA) 2015 Position Description

The employment period is June 19-August 25, 2015*

General Summary
The Conference Assistant (CA) is a Northwestern student who is a member of the Residential Services summer team. The CA will work with Northwestern Undergraduate students living on the Evanston campus as well as guests of summer conferences. The CA is a live-in position and will work approximately 20 hours per week. The CA staff will fulfill many of the duties of Resident Assistants, as well as work with conference check in, check out, and duty coverage for campus. Conference Assistants do not have to be enrolled in courses, but must be a Northwestern student. CAs report directly to one or more Residence Director(s), and indirectly to the Senior Assistant Directors, Assistant Director, and Director of Residential Life as well as Assistant Director of Administrative Services. CAs work collaboratively with all Residential Services staff.

General Responsibilities and Duties
• Work with conference check ins/outs, overall guest inquiries, and customer service. (20%)
• Create and distribute check in materials and key packets for summer conferences. (15%)
• Communicate regularly with supervisor, staff team, and central office staff. Complete administrative tasks, including but not limited to weekly staff and supervisor meetings, paperwork, and staff trainings. (15%)
• Serve in a 24-hour duty rotation to ensure safety, security, and policy enforcement within the residential area. Submit reports to supervisor with details of incidents. (10%)  
• Plan and implement programs that meet the needs of the community, as well as support department initiatives and large-scale programs. (10%)  
• Respond to emergency situations, confront, and refer violations of University policy. (10%)  
• Confront and document suspected policy violations, and report to the Residence Director. (10%)
• Desk Coverage: CA staff may occasionally be required to work the neighborhood desk. (10%)  
• Perform other duties as assigned.

Minimum Qualifications
• Must be a Northwestern student. (Does not have to be enrolled in summer courses)  
  o Graduating seniors are welcome to apply if they are accepted into a graduate program. Written proof from the accepted program must be submitted with application. Information must come from the institution, and clearly state the exact dates applicants are required to be on campus. If candidates have an assistantship that requires an earlier start date, it must be disclosed in their application.
• Be in good academic and conduct standing  
• One year of on campus living, or similar experience  
• Have a minimum quarterly and cumulative GPA of 2.5 or above  
• Previous experience as a Resident Assistant preferred

Compensation: Room; board when dining hall is open, and a stipend of $1,500 for the summer session. [Paid in 2 increments of $750, one in the month of July, and one in August]
Physical Requirements
This position requires frequent overnight response to student emergencies which includes interrupted sleep and ability to wake up from a phone call while sleeping, as well as the ability to lift up to 10 lbs., and be able to walk up and down stairs.

Additional Information
Northwestern University is an equal opportunity, affirmative action educator, and employer. Northwestern University does not discriminate against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, or other protected group status in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

Residential Life invites you to approach us early in the application process and contact AccessibleNU (accessiblenu@northwestern.edu; 847-467-5530) if you think you may require a housing accommodation. In addition, we welcome you to work with us and the Office of Equal Opportunity and Access (eeo@northwestern.edu; 847-491-7458) if you think you may require a work-related accommodation.

*Option to extend until September 9 with possible room relocation

REQUIRED TRAINING: Dates TBA

Applications available March 9, 2015
Applications due 11:59 PM April 12, 2015