Applications are available online beginning March 7, 2016 and are due by 11:59pm on April 10, 2016.

GENERAL SUMMARY
The Conference Assistant (CA) is a Northwestern student who is a member of the Residential Services summer team. The CA will work primarily with guests of summer camps and conferences as well as with Northwestern undergraduate students living on campus for the summer. This is a live-in position and CAs work approximately 20-25 hours per week. CAs report to the Assistant Director, Administrative Services and work collaboratively with all Residential Services staff.

DATES OF EMPLOYMENT
The anticipated start date is June 13, 2016. There will be two end dates and applicants should indicate their availability in their application as some CAs will have an end date of August 23, 2016 and others will have an end date of September 9, 2016. Required training dates are TBA, but are anticipated during the week of June 13.

RESPONSIBILITIES
- Perform regular check-ins and check-outs for summer guests including the creating and distribution of check-in materials and keys
- Provide a high level of customer service to guests
- Effectively problem solve to meet guest and department needs
- Serve on a 24-hour duty rotation to ensure safety and security within occupied residential buildings
- Communicate regularly with supervisor and staff team including the participation in trainings and weekly staff meetings
- Work a neighborhood front desk for 4 hours per week and pre-selected weekend shifts

MINIMUM QUALIFICATIONS
- Northwestern student during the Spring 2016 quarter
  - CAAs do not need to be enrolled in summer courses
  - Northwestern students enrolled in Fall 2016 courses are preferred, however;
    - Graduates of the undergraduate Northwestern class of 2016 are welcome to apply if they are accepted into a graduate program. Written proof of acceptance into the program from the institution must be submitted with the CA application along with the date that the applicant is required to be on campus. If applicants have an assistantship or internship that requires an earlier start date, it must be disclosed in the CA application.
- Good academic and conduct standing
- One year of on campus living or similar experience
- Minimum cumulative and Spring 2016 GPA of 2.5 or above
- Cannot have more than 15 hours of additional weekly responsibilities or commitments

COMPENSATION
On-campus room; Meal plan when dining halls are open; $1500 stipend paid in 2 increments of $750

PHYSICAL REQUIREMENTS
This position requires night time response to urgent situations and emergencies. Sleep may be interrupted frequently and ability to wake up from a phone call is necessary. CAs must be able to walk up and down stairs and lift up to 20 lbs.

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 in the educational programs or activities it operates.

Residential Services invites you to approach us early in the application process and contact AccessibleNU (accessibleunu@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.