

## 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 the behind-the-scenes logistics of hosting guests who are attending summer camps and conferences organized by various groups, most of which are affiliated with Northwestern. This is a live-in position and CAs work approximately 20 hours per week. CAs report to Residential Services professional staff member(s), and work collaboratively with all Residential Services staff.

## DATES OF EMPLOYMENT

The anticipated start date is June 15, 2022 and the summer conference season will run through September 10, 2022. Required training dates are June 15-17.

## RESPONSIBILITIES

- Perform frequent check-ins and check-outs for summer guests including the creation 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 participation in trainings (June 15-17) and weekly staff meetings (Tuesdays from 3-4pm)
- Work the area front desks for 4 hours per week and pre-selected weekend shifts

## MINIMUM QUALIFICATIONS

- Northwestern student during the Spring 2022 quarter
  - CAs do not need to be enrolled in summer courses
  - Northwestern students enrolled in Fall 2022 courses are preferred, however,
    - Graduates of the undergraduate Northwestern class of 2022 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 2022 GPA of 2.5 or above
- Cannot have more than 20 hours of additional weekly responsibilities or commitments

## COMPENSATION

On-campus room; Meal plan: June 15, 2022 – August 27, 2022 \$1,650

On-campus room; Meal plan: June 15, 2022 – September 10, 2022 \$1,950

## PHYSICAL REQUIREMENTS

This position requires nighttime 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 ([accessiblenu@northwestern.edu](mailto: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](mailto:eeo@northwestern.edu), 847-491-7458) if you think you may require a work-related accommodation.