



Summer Conference Assistant

Conference Services & Campus Filming

Summer 2024

Duties/Responsibilities:

Program Preparation / Follow Up (70%): This includes all of the behind-the-scenes efforts that are required in order to ensure a successful event—before, during, and after the program. A partial list of duties:

- Secure facility reservations via Master Calendar office
- Manage housing availability and assignments, and coordinating guest room readiness
- Make food service / catering arrangements
- Coordinate with Facilities Management Department to arrange equipment orders, cleaning service, HVAC service, grounds keeping, and other needs
- Order, inventory, assemble, place and collect linens (sheets, blankets, pillows)
- Inventory, test, and records maintenance for guest keycards
- Conduct condition reports and monitor well-being of campus facilities
- Work with Campus Safety to provide facility access, enforce campus policies, and ensure the safety and well-being of conference guests
- Complete event setups
- Post signage
- Prepare invoices; process accounts payable and receivable
- General accounting and data management tasks
- Design and produce informational handouts and materials for guests
- Website updates

On-Call Staff (15%): You will be directly accessible to guests when our office is closed (over night). On-call duty is assigned on a rotating basis and is one-week in duration. The on-call staff member is accessible to clients via Google Voice and is the first point of contact for after-hours issues.

Office Staffing (10%): The Conference Services office is open 7 days a week, from morning to evening. As a Conference Assistant, you are the “face” of Conference Services and of Occidental College. You will serve as a resource for clients, potential clients, and the larger internal and external communities. You will field questions and problems, and assist visitors and callers with various needs ranging from guest parking permits and lost keycards, to non-working air conditioning and washing machines.

Event Staffing (5%): You will provide direct on-site support of client programming. This includes preparing and conducting Orientation sessions and tours, assistance with Marketplace operations, and other needs as they arise. This may also include monitoring and oversight of location filming projects.

Qualifications:

- Must live on campus, in housing designated by Conference Office
- Strong command of MS Word and Excel
- Highly developed organizational skills
- Excellent interpersonal skills
- Excellent verbal and written communication skills
- Ability to work independently
- Professional demeanor
- Ability to work a flexible schedule (early mornings, evenings, weekends)
- Ability to perform moderate physical labor, such as climbing stairs while carrying 40 pounds
- Dress code
- Oxy Authorized Driver status is required for this position.
- Must pass background check initiated by the College
- Students seeking long-term employment in Conference Office are preferred; first-year and sophomores are encouraged to apply

Start date: May 12, 2024

End date: August 17, 2024

Work Schedule: Varies between 7:00 AM – 7:30 PM daily + overnight on-call

Hours Per Week: 24 – 40 hours

Starting pay rate: \$16.78/hour + on-campus housing and meal plan

Apply online: [CLICK HERE](#)

Application deadline: **8 AM Friday April 26th, or until filled**

Supervisor: Jonathan Steiner