



Summer Conference Assistant

Conference Services and Campus Filming

Summer 2020

DUTIES/RESPONSIBILITIES:

Program Preparation / Follow Up (75%): 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 arrangements for Marketplace meals and catering services
- Coordinate with Facilities Management Department to arrange equipment orders, cleaning service, HVAC service, grounds keeping, and other needs
- Order, inventory, assemble, place and collect linen sets (sheets and towels)
- 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

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 (10%): You will provide direct on-site support of client programming. This includes preparing and conducting Orientation sessions and tours, staffing linen exchanges, assistance with Marketplace operations, and other needs as they arise. This may also include monitoring and oversight of location filming projects.

On-Call Staff (5%): As a live-in member of our residential community, you will be directly accessible to guests when our offices are closed. On-call assignments are assigned on a rotating basis and are 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.

REQUIREMENTS/PREFERENCES:

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 in place by April 6, 2020 (see requirements below)
- 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

Do not apply if you are unable to obtain Oxy Authorized Driver status by April 6, 2020

Oxy Authorized Driver requirements:

- Valid U.S. driver license (any state)
- Have had your license for at least 2 consecutive years
- Good driving record
- Eligibility info at <http://www.oxy.edu/facilities-management/authorized-driver-procedures>

Start date: May 20, 2020

End date: August 2020

Work Schedule: 24-40 hours a week

Pay Range: \$14.25 per hour/\$15.00 per hour after 7/1/2020

Includes on-campus Room and Board:

- Private room in residence hall + Private bathroom
- Meal Plan

Apply online: <https://www.oxy.edu/offices-services/events-campus/summer-camps-programs/summer-jobs>

You must be available for an on-campus interview between March 24 - April 1, 2020 (Skype or other remote interviews are NOT available)

APPLICATION DEADLINE: 5:00 PM on MON March 23, 2020