



Conference Student Manager Position

Job Description:

The Conference Student Manager will work under the supervision of the Camps and Conferences Coordinator. They will work to ensure tasks and goals are completed that ensure the success of all stakeholders as well as our customers and camp/conference attendees. They will also serve as a liaison/supervisor between the Camps and Conferences Coordinator and Conference Assistant Staff.

Job Qualifications:

- Must have previously served in the Conference Assistant Role or have experience within the UAB University Housing and Residence Life Department
- Must be a current UAB student in good academic and conduct standing with UAB
- Must be enrolled for classes for the upcoming fall semester.
- Essential characteristics include: time management, professionalism, commitment to customer satisfaction, communication skills, ability to handle and fulfill multiple responsibilities at once, critical thinking, and problem-solving skills
- Strong administrative skills with the ability to oversee projects and tasks as assigned
- No outside jobs allowed
- Due to the needed flexibility, online classes are preferred for the summer semester or no more than ten (10) credit hours
- No internships or preceptorships
- Must be available during daytime business hours

Compensation:

- Single room for the summer
- \$9.25 per hour with a maximum of 35 hours per week.
- Small meal plan (Valued at \$500)

Responsibilities:

- Assist groups by checking all guests in and out of housing, issuing keys, updating records, and answering questions
- Follow up with guest concerns in a timely and respectful manner
- Provide guided tours to both camps/conference groups, as well as for new student orientation
- Give tours of the residence halls for UAB Orientation participants
- Work closely with the Camps and Conferences Coordinator to ensure details are updated and correct information has been relayed to all groups
- Oversee the daily tasks of Conference Assistants and hold them accountable to required standards
- Develop and maintain ongoing professional relationships with fellow summer staff
- Demonstrate a positive attitude and commitment to teamwork
- Assist fellow staff in completing assignments and work crew projects by deadlines
- Understand and have a working knowledge of the camps and conference policies and procedures
- Enforce University and Student Housing policies and serve as a role model by setting an example for peers by abiding by all policies
- Confront individuals with respect, consistency, and fairness always
- Assist during emergencies such as fire, medical emergencies, facilities concerns, etc
- Assist the facilities team by noting needed repairs and reporting areas of concern promptly

ACQUIRED SKILLS:

AS A RESULT OF SERVING IN THE SUMMER CONFERENCE STUDENT MANAGER ROLE WITH THE OFFICE OF STUDENT HOUSING AND RESIDENCE LIFE, STUDENTS WILL BE ABLE TO.

Competency	Acquired Skills
PRACTICAL LEADERSHIP & MANAGEMENT SKILLS	<ul style="list-style-type: none">■ Understand the basic requirements of the role and policies and procedures associated with the position.■ Understand Student Housing and Residence Life vision and mission.■ Self-identify their strengths and weakness.■ Engage in process improvement to help improve upon existing procedures.■ Demonstrate autonomous function in their role through actions such as time-management and self-regulation.
CIVIC IDENTITY & COMMITMENT TO SERVICE	<ul style="list-style-type: none">■ Identify resources to increase their knowledge of civic responsibility.■ Participate in organizations and activities that enhance their collegiate experience that fosters a greater sense of community within UAB.
CRITICAL THINKING & PROBLEM SOLVING	<ul style="list-style-type: none">■ Identify a problem when it exists■ Understand protocols and procedures related to their role.■ Identify pertinent resources for appropriate solutions to the problem.■ Articulate why a specific strategy is appropriate to use for a solution.■ Develop options or potential solutions to problems or concerns.■ Articulate why protocols and procedures are important within their position.■ Know of their authority in the decision-making process.
CULTURAL HUMILITY & GLOBAL FLUENCY	<ul style="list-style-type: none">■ Understand Divisional Core Values■ Engage in activities that increase a global perspective.■ Exhibit respect and openness to work across differences■ Understand the perspective of differences and will treat others fairly.

TECHNOLOGY	<ul style="list-style-type: none">■ Demonstrate basic knowledge of the operation of equipment within the context of their professional role.■ Follow protocol.
PROFESSIONALISM	<ul style="list-style-type: none">■ Define the basic functions of their role in relation to their functional area.■ Proficiently execute the expected duties related to their functional role.■ Arrive to your functional area, prepared to work on time■ Refer to the code of ethics related to the functional role, including all applicable laws