

# **UAB Conference Student Manager Position 2020**

**Job Description:** The Conference Student Manager will work under the supervision of the Camps and Conferences Coordinator. They will be responsible for coordinating with camp/conference coordinators after their initial request has been made to ensure their housing and space reservations are fulfilled and exceed their expectations

## **Qualifications:**

- Must have already served in the Conference Assistant role
- Be in good academic and student conduct standing with UAB
- Minimum GPA of 2.50
- Essential characteristics include: time management, professionalism, commitment to customer satisfaction, communication skills, ability to handle and fulfill multiple responsibilities at one time, and critical thinking skills.
- Strong administrative skills with particular attention to detail required
- No outside job allowed
- Due to the flexibility needed online classes are preferred for the summer semester
  - No more than 10 credit hours

## **Compensation:**

- Single room for the summer
- \$9.25/hour for a max of 35 hours a week
- Small Meal Plan

## **Responsibilities:**

- Demonstrate initiative in greeting and assisting summer guests
- Follow-up with guests in a timely and respectful manner
- Assist long-term groups by checking in participants
- Work closely with the Camps and Conferences Coordinator to ensure details are updated and correct information has been relayed to all groups
- Understand and have working knowledge of policies
- Educate guests in a polite manner about the policies and procedures
- Develop and maintain on-going professional relationships with fellow summer staff
- Maintain a neat and orderly workspace
- Assist during emergency situations such as fire, medical, etc.
- Assist the Camps and Conferences Coordinator in preparing for groups' arrival
- Oversee the daily tasks of Conference Assistants and hold them accountable to certain standards

## **Questions:**

If you have any questions feel free to contact Erin Hamilton.

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