

Conference Assistants (CA)

General Responsibilities

The position entails a wide variety of responsibilities. All staff members will alternate between working the 24-hour summer conference desks, live-in duty for youth conference groups, and catering detail. You will also have the following general responsibilities:

- Professionally represent Georgia State University and University Housing-Conference Services Department.
- Serve as a knowledgeable resource to conference participants, parents, and staff concerning services available within University Housing, on the GSU campus, and within the Atlanta community.
- Fully participate in staff orientation and on-going summer training and development.
- Attend and actively participate in staff meetings throughout the summer.
- Report maintenance and custodial concerns.
- Must maintain professionalism in any situation.
- Work amicably with other departments internal and external to University Housing.
- Due to frequent changes in schedules, CAs must be flexible with their schedule and are therefore not able to have other jobs, internships, or summer classes.
- Must be able to work AM and PM shifts, weekends, and holidays.
- Should have intermediate computer skills.
- Must be able to stand for up to 6 hours at a time as well as push, pull, lift, and carry up to 50 pounds.
- Properly care for, transport, set-up and store all catering equipment/supplies and food.
- Other duties as assigned.

Eligibility

To be eligible, you must be a registered fulltime student at Georgia State University for the Spring Semester. You must have a minimum 2.50 cumulative GPA to apply and your Georgia State judicial record will be considered. If you are selected for an interview and hired you will be asked to authorize permission for appropriate background checks.

Remuneration, Hours, and Other Information

Conference Assistants will receive \$7.25 per hour for the duration of the summer paid bi-weekly. Since you are not enrolled in classes during the summer, you will be subject to all federal and state taxes, including FICA. All conference personnel returning to the same position will receive an additional \$.25 per hour. CAs will work between 15-25 hours per week.

You are required to live on-campus and the cost of living is compensated as a part of your remuneration. Parking is not a part of your remuneration, however it is available at a discounted rate and must be paid in full by June 1. Staff currently in University Housing for the spring semester will be able to remain in their room until they are able to move into their designated summer room assignment. If you have a signed University Housing contract to begin in the following fall semester you will also have housing between the end of the summer conference season and your fall move-around date, otherwise you will have until the Monday following the end of conference season to vacate your summer assignment.

Please retain this job description for your records. Return the application with your answers to University Housing, Attn: Conference Services, at 75 Piedmont Avenue NE, Suite 110, Atlanta, GA 30303 by 5:00pm on the last Friday in February.