SUMMER PROGRAM ASSISTANT

Applications may be picked up at the Office of Summer Programs located in the Bristol Center -- 1st floor.

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I. NATURE OF EMPLOYMENT:

Hamilton College has a conference program that is designed to provide facilities and services to groups in need of housing, food, and meeting and/or athletic space. Conference needs result in employment for students that requires and teaches skills in a variety of areas. Positions run from late May through second weekend in August..

II. GENERAL DUTIES AND RESPONSIBILITIES OF STUDENT CONFERENCE SERVICES STAFF:

A. Student staff members will work in rotating shifts and will be based in the Bristol Center.

B. Be responsible for:

1. Customer Service/Conference Services Support

a. Preparing welcome, early arrival, and latecomer information packets
b. Preparing information for campus signs
c. Assigning residence hall rooms Or creating lists of pre-assigned registrants
d. Occasionally driving the college vans (jitney qualification & valid Driver's License is required for this purpose)
e. Submitting special events to the Web Calendar
f. Maintaining accurate key, equipment and supply inventories
g. Implementing hospitality plans
h. Being resourceful and creative in problem-solving
i. Chapel support for weddings and Receptions on campus

2. Meetings

Attending scheduled orientation, staff, and training sessions

3. Clerical Duties

a. Answering phones/using voice mail
b. Preparing correspondence and forms; recordkeeping (typing, word processing and spreadsheet applications)
c. Creating comprehensive set-up sheets invoices for support services
d. Photocopying for office and occasionally for conference participants

4. Work Assigned by the Director, Conference Coordinator or Administrative Assistant Lead(s)

Special projects may be assigned as needed; work will be within the parameters described above. When applicable, projects within the student's scope of interest will be assigned.

5. **On-site Coordination**

a. Coordinating logistics and updates with departments on campus: Dining Services, Facilities Services, Security, Athletics, etc.

b. Ensuring that everything for events is arranged and set up on time and in the proper location.

c. Greeting and assisting conference groups, summer camp and wedding guests

d. Registering conference groups and participants; checking participants in and out

e. Inspecting residence halls (individual rooms and public areas) before and after programs

f. Monitoring conference/camp participants' conduct for adherence to campus policies

g. Monitoring campus buildings during programs; arranging for Security to open and close buildings, as well as personally monitoring special events

III. <u>QUALIFICATIONS</u>:

Applicants must be:

a. Detail-oriented
b. Able to work both independently and as part of a team
c. Able to handle both compliments and complaints gracefully
d. Assertive as well as tactful
e. Able to work under pressure
f. Able to live on campus or be within five minutes of campus during on call duty
g. Available to work during day, evening and/or weekend shifts
h. Familiar with the campus and its facilities

IV. <u>TERMS AND CONDITIONS OF EMPLOYMENT:</u>

a. <u>Length:</u>
Employment will be offered from late May 16 – through mid-August

b. <u>Rate of Pay:</u>
Range is $10.50-$11.50 per hour; commensurate on experience, in addition, housing and some meals will be provided.

c. <u>Work Schedule:</u>
An average work week will be approximately 40 hours and will be spread over all seven days as necessary to accomplish the necessary tasks. Every effort will be made to schedule two full days off each week. Overtime hours will not be encouraged.

d. <u>Availability</u>:
All employees are expected to adjust personal schedules if program demands should change; however, every effort will be made to create an advance schedule.

e. <u>Appearance</u>:
Formal dress is not required. When on duty, Conference Staff will present a neat

and clean appearance. Staff shirts will be provided for use on certain registration days and weddings. Black or khaki slacks, shorts, skirts should be worn on registration days.

f. Rules and Regulations:

All Student Staff will comply with Hamilton College Code of Conduct, and will instruct and help conference participants to do likewise.

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Summer Programs Assistant

Application

Name: _____ Class Year: _____

Home Address: _____

_____

Campus Address: _____ Phone: _____

Email : _____

Prior Supervisory Experience:_____

_____

_____

Are you currently qualified in CPR or First Aid: _____

Do you have a valid drivers license yes ___ no____ DL NO. _____

Please List two Hamilton references from the Faculty, Administration, or Staff:

_____ _____

Given the job description for those positions, how do you feel you are qualified for these responsibilities?

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Return Application to: Dannelle K. Parker
Summer Programs
Bristol Center . - Extension 4372