

# OFFICE OF CONFERENCE SERVICES

## SUMMER CONFERENCE ASSISTANT

### DESCRIPTION

The Summer Conference Assistant serves as a liaison between the Office of Conference Services, while maintaining daily contact with external clients and campus departments to check and report on any possible needs or problems.

### RESPONSIBILITIES

- Assist with check-in and check-out of summer groups.
- Handle key & maintenance problems; housekeeping duties such as making beds and changing linens etc.
- Maintain detailed, accurate records of room and key assignments to ensure proper client billing.
- Monitor use of dining halls to include: greeting guests, assisting with attendance counts, regulating traffic flow and cleaning tables.
- Perform room inspections and assist with closing out residence hall rooms.
- Perform other administrative and office tasks as assigned.

### REQUIREMENTS

- Minimum age 18 years old.
- Must agree to be employed during the 12 week summer conference season, which runs from May 28th – August 13th.
- Must agree to submit a background check.
- Must be available to work at least three nights per week, during the hours of 6-11 pm.
- Must attend mandatory training sessions taking place on May 25th and May 26th, 2017.

### QUALITIES & SKILLS

- Excellent written, verbal and communication skills.
- Strong customer service experience and problem solving aptitude.
- Conscientious, responsible and punctual.
- Organized and detail-oriented.
- Strong initiative, pro-active and ability to work independently.
- Flexible schedule.
- Extensive knowledge of Iona College campus and surrounding area.

Compensaton: \$10.00/per hour

Please submit an application along with a cover letter, resume and three professional references to [rdisapia@iona.edu](mailto:rdisapia@iona.edu), Robert DiSapia, Administrative Assistant, Conference Services.

If you have any questions, please feel free to call (914) 637-7790.