



Conference Assistant Position Description Summer 2009

I. Position Summary

The Office of Residential Life, in conjunction with the Office of Co-Curricular Programs and the Danna Center, offers Loyola Conference Services as an additional resource for the extended Loyola community. This service brings recognition to Loyola University New Orleans, affects admissions, and increases revenue for the University. The Conference Assistant assists in all facets of the summer conference housing program. Staff will be responsible for servicing the needs of conference groups and their participants housed in the residence halls at Loyola University New Orleans, including the administrative, operational, and programmatic needs of each conference group. The Conference Staff is directly responsible to the Summer Conference Coordinator, and will commit, on average, 18 hours per week to the position.

II. Minimum Qualifications

1. Capacity to fulfill physical requirements of the position, with or without reasonable accommodations, that may include carrying linens and supplies between buildings and up and down stairs, moving furniture, and light cleaning and organizing
2. Good academic and behavioral standing with the University
3. As a condition of employment, the Office Assistant must reside on campus, in the building in which they are employed.

III. Essential Duties

A. Facility Management

1. Prepare rooms and common areas for arrival of guests
2. Report and address all maintenance concerns immediately
3. Conduct regular building inspections to ensure a clean and secure environment
4. Operate front desk as needed
5. Maintain accurate and up-to-date key inventory for assigned area

B. University and Residential Life Policy

1. Be familiar with all applicable University and Residential Life policies, as outlined in the *Student Handbook* and in the *Residential Reader*
2. Model positive behavior and respect for University policy, as well as for applicable local, state, and federal laws, both on- and off-campus
3. Respond to alleged and actual violations of law and/or policy effectively and in a timely fashion, providing complete documentation of all such events to your supervisor

C. Emergency Response

1. Understand and follow proper emergency response protocol, with an emphasis on building evacuation procedures
2. Immediately report any emergency situation to appropriate personnel

D. Training and Time Commitment

1. Attend training prior to the opening of conference season
2. Perform regular duty shifts in the residence halls
3. Consistently attend staff meetings and other trainings or staff functions as requested

E. Special Duties

1. Perform other duties as assigned

IV. Remuneration

1. Value of a single-occupancy on-campus residence hall room for the building in which employed
2. \$1,000 stipend
3. Student leaders who willingly leave their leadership positions or who are dismissed from the position for behavioral or performance reasons will be required to refund to the Department of Residential Life the remaining value of all housing, meal plan(s), and stipends, based on time of vacancy of the position
4. Remuneration is to be provided as a credit applied directly to the student's University account.