

Colorado Mountain College

Position Description

Title: Conference Assistant, Part-time Maximum 28 hours per week
FLSA Classification: Non-Exempt (hourly)
Hiring Rate: \$16.58 per hour

Primary Responsibility

Under the direction of the Director of Student Life & Housing (DSLH), as well as the Resident Life Coordinator (RCL), the Conference Assistants (CAs) are required to attend training before summer conferences begin. The Conference Assistant is responsible for completing tasks that assist the day-to-day office in coordinating conferences and events. This front-line position is the first point of contact for clients and guests.

The Conference Assistants have shared responsibility of the Residence Hall community with other Conference Assistants and visiting summer conference staff. Conference Assistants will role model appropriate behavior for each other, visiting summer camp staff, as well as conference guests and campers in the Residence Hall. This includes staff responsibilities and duties, as well as personal behavior both in the hall, off campus, online, and in the community. Ability to follow directions and be a team player is critical. Conference Assistants are expected to be capable in dealing with situations (emergency and non-emergency) as they arise with professionalism, safety, and security of the guests, as well as with the college's best interest in mind.

This is a part-time position with a maximum of 28 hours per week. The CMC work week is Saturday through Friday.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the needs of the position. Examples may include a Bachelor's Degree and one year related work experience, Associate's Degree and two years related work experience, or High School/GED and three years related work experience, or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Experience in working with youth and holding peers accountable preferred.

Special Skills or abilities directly applicable to the position: experiential education, and/or components of Pre-collegiate Programs. Ability to turn experiences into learning, recognize effective v. ineffective methods/vehicles, and provide feedback and guidance. Experience with standard Microsoft Office software. Excellent oral and written communication skills, strong organizational skills and ability to prioritize duties and responsibilities. Ability to work flexible hours.

Work schedules will vary as required by weekly conferences and guest turnover. An average work week is a max of **28 hours** and will be spread out over **seven days** as necessary to accomplish assigned tasks. This position will include intense periods of high occupancy and work, as well as a few days or weeks with reduced and/or no occupancy. Hours will average out, and your supervisor will notify you in advance of

these dates and times. CAs must be able and willing to work any shifts including evenings, nights, weekends, and holidays as required. Based on the conference schedule, several dates will be deemed “**All Staff**” workdays. CAs may be allowed to schedule time off during break periods between conferences, depending on availability and anticipated staffing needs within the residence community. Arrangements must be made **at least two weeks** in advance with your immediate supervisor. CAs will not be allowed to work more than (10 hours) per week outside of the CA position. Approval from your supervisor will be required before accepting a part-time job and/or enrolling in summer classes.

The successful candidate will gain experience in conference planning, customer service, communication, teamwork, registration, logistics, and financial management.

Welcoming. Innovative. Focused on Student Success. These values reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that’s the right fit for every faculty member, staff, student, collaborative partner, and community member in our trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities is preferred.

Essential Duties

1. Assist with weekly conference preparation including room set-up, damage checks, cleaning, conference supplies, inventory, laundry, camp occupancy lists, camp/counselor/representative duties, NSR assistance, key inventory, run errands and check-in/check-out scheduled.
2. Working scheduled front desk hours and “on-duty” shifts performing various tasks at the front desk of the residence hall. General office duties, guest relations, keys, answering phones, courteously handling guest questions, check in/check-out operations, providing information and all other duties assigned for front desk duties as needed.
3. Respond to e-mails & phone messages; manage tasks in support of the residence hall.
4. Assist with conference and housing registrations.
5. Manage pickup, sorting, and delivery of mail.
6. Assist with on-site conference logistics and the execution of conference events.
7. Support the planning and execution of all aspects of conference logistics (meeting space, catering, transportation, special events, parking, etc.).
8. Design work needed for conference logistics and directional sign production.
9. Work a varying schedule as required for weekly conference.
10. Other duties as assigned.

Supervision Received

Conference Assistants work under the supervision of the Director of Student Life & Housing (DSLH), as well as the Assistant Coordinator of Student Life (ACSL) or designee.

Special Conditions of Employment

Successful completion of a background check will be required as well as motor vehicles records report when applicable. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, benefits@coloradomtn.edu

HR Reference:

Position Code: *WS Rate*

BLS SOC

Position ID

Date of Review

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employees may perform other related duties as required to meet the ongoing needs of the organization.