

(Graduate Intern) Assistant Conference Manager: The Assistant Conference Manager will assist in the training, supervision and evaluation of their assigned area Conference Assistant staff team. They will assist in managing the check-in, check-out and operations of area conferences. Assistant Conference Managers should be detail oriented, responsible and organized.

General/Staff

- Adhere to all University Policies and Procedures
- Assist in the ongoing supervision and feedback of Conference Assistants
- Assist in written evaluation of Conference Assistants

Administrative

- Attend and assist in facilitation of all training sessions and provide additional training to staff as needed
- Attend all staff meetings:
 - Weekly Head Staff Meetings: Hall Director, Graduate Interns, and Facilities
 - Weekly area meetings with Conference Assistants team
 - Weekly One on One meetings with their Hall Director
- Assist in the development of registration, check-in and checkout processes for all assigned conference groups
- Assist with all assignment questions/changes as needed
- Assist in the completion of final conference evaluation, rosters, damage photos and other information to Finance Office
- Be familiar with using various software:
 - Iris Front Desk and Conference Programmer to manage all conference logistics
 - WhenToWork to create and manage Conference Assistants' schedules
 - CS Gold to manage conference card access

Facilities/Security

- Participate in an on-call rotation to respond to guest needs
- Be prepared to respond to facilities issues by ensuring familiarity with:
 - Fire System
 - CCTV Security system
- Communicate any building damage as appropriate
- Communicate any security concerns to supervisor immediately

Team Dynamics

- Be available to conference guests and fellow staff members in cases of emergency.
- Have good working relationships with all staff members and be a team player.
- Discuss any disagreements openly and reasonably. Confront any problems in a timely manner. Keep your supervisor updated on any staff issues.
- Be flexible with schedules.

Public Relations

- Present a professional, positive and helpful image to all conference participants, prospective students and parents at all times
- Be visible in the hall and participate in conference check-in, check-out and remain visible during the duration of the conference group