



West Virginia University Institute of Technology

Summer 2019 Conference Assistant – Job Description

Position Description: The primary role of a Conference Assistant is to assist the office of Campus Life with a variety of camps and conferences during the summer of 2019. This position will run from May 20, 2019 to August 5, 2019

Responsibilities will include:

- Assisting with daily needs of campus and conferences
- Staffing the office 24/7 while camps are in residence
- Completing room checks after departure of camps
- Assisting with other Campus Life activities and projects as needed

Qualifications:

- Good academic standing, with a preferred GPA of a 2.5 or above
- Good judicial standing with no outstanding judicial sanctions
- Demonstrate the ability to be reliable, responsible, confident, and flexible
- Demonstrate the ability to work and communicate effectively with a diverse group of camps as well as WVU Tech staff and faculty.

Compensation:

- A room in the residence hall for the summer
- \$10/hour
- WVU Tech gear
- Mentoring from professional student affairs staff

Positions available: 5