

JOB DESCRIPTION

POSITION: Conference Assistant

INSTITUTION: Rutgers, The State University of New Jersey

REQUIREMENTS: Good communication and organizational skills. Valid driver's license preferred. Familiarity with computers and Microsoft Office. Flexibility to work evenings, weekends and holidays from mid-May through August.

REPORTS TO: Conference Staff Supervisor

PRIMARY RESPONSIBILITIES:

The Conference Assistant is responsible for all duties directly related to conference office operations, registration and checkout, room set-ups and breakdowns, inspections, audiovisual and custodial assistance.

- Provide courteous and helpful service at all times to both conference guests and University departments.
- Clerical duties: maintain office in a professional manner; maintain records, logbooks and message boards; type, file, answer telephone and forward messages to supervisors and guests; order and inventory supplies; prepare giveaway bags for guests.
- Registration/Checkout: staff all registrations and checkouts; prepare registration materials; set up and break down registration and checkout locations; put up and take down directional signs; provide luggage assistance, when necessary.
- Assist with preparation of keys and access cards; inform the office of missing keys or access cards; verify codes on registration materials. Test all keys and access cards at the beginning of the season.
- Print room assignment sheets, alphabetical lists and registration materials from data provided by each conference.
- Assist with maintaining accurate records in the Conference Programmer database. Inform Supervisors of all changes to insure that records are updated accurately. Update participant records as necessary to reflect room changes and record lost items.
- Assist with room inspections: all residence hall rooms and meeting rooms must be inspected for cleanliness and readiness prior to each group's arrival on campus. Confirm that classrooms and auditoriums are open as scheduled on weekends.
- Communicate group concerns, complaints and compliments to the Staff Supervisor and/or Coordinator.
- Perform other related duties: including but not limited to running errands; custodial assistance, as needed; operation, pick-up and return of audiovisual equipment; linen inventory and packaging.
- Operation of campus vehicle is mandatory when employee has held a valid driver's license for at least two years. Attendance at a defensive driving course is required and will be scheduled at the beginning of employment.