The Duke University Conference and Event Services Team hires undergraduate students as Conference Assistants (CA) to support a variety of summer and conference programs that reside in the Duke residence halls during the summer. The CA position is a ‘live in’ position that requires the CA to live in an assigned on-campus housing for the duration of the summer.

CA’s are responsible for interfacing with the many different summer programs, providing them a one stop shop experience where they are connected to our many campus partners such as: Duke Police, Duke Card Office, Housing, Dining (just to name a few). The CA will work approximately 30-40 hours per week and receives compensation in the form of hourly pay, summer housing, and a limited board plan.

**Hours:** 30-40 hours per week, including evening and weekend hours; hours vary daily [not a standard M-F, 8-5 work week]

**NOTE:** The nature of the work **does not** allow applicants to be enrolled in summer session classes.

**Dates of Employment:** May 20, 2017 – August 9, 2017


**Compensation:**
- $9.25/hour
- On-Campus housing
- Limited board plan

**Responsibilities:**
- Assist with day to day needs of summer programs which can include, but not limited to: conference check-in/check-out, key and room assignments, maintenance concerns, card access issues, etc.
- Serve in an on-call capacity (after-hours) to be able to provide assistance to summer programs
- Monitor use of dining facilities which can include: assisting with attendance counts, regulating traffic flow, confirming menus, identifying and resolving potential dining issues and concerns, etc.
- Operate as a liaison between programs and campus partners including, but not limited to: dining, housing, Duke Police, Duke Card Office, and housekeeping
- Perform administrative and office tasks such as: responding to emails, answering phones, reconciliation of program financials, etc.

**Requirements:**
- Must be enrolled in college classes in the Fall of 2017 (proof of enrollment is required to be hired)
- Minimum age of 18
- Must have a valid driver’s license
- Must have completed a minimum of one (1) year of college
- Ability to perform minimal physical labor
- Must be able to pass a Duke criminal background check

**Preferred Qualities:**
- Ability to handle multiple tasks and deadlines
- Conscientious, responsible
- Organized and detail-oriented
- Strong orientation toward customer service work
- Initiative and ability to work independently and in pairs
- Flexible schedule
- Energetic
- Ability to work well with peers
- Passion for working in hospitality/event management

**Important Dates:**
- **Applications Due:** March 3, 2017
- Interviews will begin in February 2017, and finish up on March 17, 2017.
- Offer letters will be sent out on March 23, 2017 by email.
- **Acceptance of Positions Due:** March 31, 2017
- If hired, Summer Staff Move-In Date: May 19, 2017
- **All students hired will be required to attend mandatory CES Summer Training May 20-26, 2017.**
Equal Employment Opportunity Policy

Duke University prohibits discrimination and harassment, and provides equal employment opportunity without regard to race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity and expression, sex, age, or genetic information. Duke is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disabilities, and veterans.

Pursuant to Title IX of the Education Amendment of 1972, Duke prohibits discrimination on the basis of sex in any of its educational programs or activities.