



DATE ISSUED: 05/17
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Conference Assistant

JOB SUMMARY

This position assists with the facilitation of conferences, camps, and special events. The Conference Assistant ensures that the facilities are ready for guests and provides assistance to conference groups, camps and special events. This position is a temporary, part-time, on-call position. It may be a temporary full-time position during the summer month's mid-May to mid-August. Hours typically include evenings, early mornings and weekends. Work is performed under general supervision. Performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Conference Services, Special Events Coordinator

Supervises: No supervisory responsibility

ESSENTIAL DUTIES - May include, but not limited to the following:

- Monitors conference functions and events to ensure proper service.
- Responds to request for assistance from guests by providing prompt, efficient and courteous service and assistance.
- Serves as a liaison for Conference Services for the various summer camps and conferences.
- Maintains open positive communication with conference group participants and coordinators.
- Reports and seeks corrective measures to problems involving facilities and services such as media, catering, climate control, and custodial services.
- Communicates and carries out TUW and Conference Services emergency policies and procedures.
- Assists summer camps/conferences with check-in/registration, housing, dining, and checkout and other needs unique to the camp/conference.

- Understands, enforces, and adheres to all relevant TUV and Conference Services policies and procedures.
- Successfully completes all mandatory training including Child Abuse Awareness/Prevention training required by law.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Proficiency in basic clerical and mathematical processes as reflected by the completion of the 10th grade. High School diploma or GED equivalent preferred. Prefer current enrollment in a University.

EXPERIENCE

Work experience with camps and conferences preferred. Participation in school leadership programs or extra-curricular activities desirable.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Strong interpersonal and customer service skills.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous and professional manner.
- Ability to respond to emergency situations in a timely manner.
- Ability to effectively prepare and clean rooms and common areas.
- Ability to work a varied work schedule.

- Basic technology skills.
- Ability to work indoors.
- Ability to occasionally lift and carry approximately 25 pounds and push or pull approximately 50 pounds.
- Ability to use a personal computer and other office equipment, including related university software and email

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to occasionally lift and carry approximately 25 pounds and push or pull approximately 50 pounds. Ability to work a varied work schedule.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____

Date: _____

Employee Printed Name: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.