Camp/Conference Assistant-Summer 2015

Position Description

Employment dates for Camp Conference Assistant’s (CCA’s) are


Additional opportunity for extended employment from July 22 until opening may be available to some staff.

Those that are eligible are any current SDSU students. (Customer service experience preferred, but not necessary to be eligible.)

CCA’s will be allowed to take classes during the summer term, as long as these can be worked into the regular work schedule. Your intent to take a class during the summer must be made clear during the interview process. CCA’s may not have an additional on-campus employment during the employment dates for this position, this includes graduate assistantships. CCA’s are guaranteed 20 hours per week. CCA’s will work with the facilities/custodial prior to the opening of the conference season and during off weeks to prepare the residential facilities for conference guests. Facility work could require lifting of 50 pounds or more.

Position Description

- CCA staff is required to live on campus housing and potentially assigned to room with other CCA staff.
- Maintain hall safety and security while working the desk.
- Conduct security/facilities rounds as required by supervisors.
- Resource for guests and summer residents and provide excellent customer service.
- Assist with the administrative and clerical work of the summer conference program.
- Assist with check-ins and check-outs of camps/conferences and summer residents.
- Work a variety of day time and overnight desk hours as scheduled for all camps and conferences.
- Assist with check-ins and prepare buildings for early academic year arrivals.
- Attend/participate in all scheduled training activities and staff meetings.
- May work with the Facilities and Operations or Central Office staff when needed (may include painting, cleaning, lifting or other tasks as assigned).

Essential Functions

- Customer service oriented attitude and actions.
- Ability to work individually and complete assigned tasks.
- Punctuality and follow through.
- Team work.
- Communication – verbal and written fluency in the English language.
- Familiarity with residence halls and greater SDSU campus and the Brookings area.
- Attention to detail and documentation.
- Work over the entire camps/conferences season, including summer holidays if needed.

Remuneration

- $8.50 Per hour working as a Summer Camp/Conference Assistant.
- Housing is provided as a required function of the position - staff members are required to reside in their assigned housing.

*This offer is contingent on the University’s verification of credentials and other information required by law and/or University policies, including, but not limited to, a criminal background check.

*In addition, some candidates will be selected for connected/additional positions (Summer Resident Manager and JumpStart Mentor/Counselors) from this search process. Please see those position descriptions for more information.