

## **JOB DESCRIPTION**

POSITION: Conference Assistant

INSTITUTION: Rutgers, The State University of New Jersey

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

REPORTS TO: Conference Coordinator

### PRIMARY RESPONSIBILITIES:

The Conference Assistant is responsible for all duties directly related to conferences, such as registration and checkout, room set-ups and breakdowns, inspections, audiovisual and custodial assistance, and various administrative tasks.

- 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, type, file, answer telephones 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 cards.
- 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 Coordinators of all changes made on registration cards 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 Coordinator.
- The Conference Assistant is responsible for all duties directly related to conferences and summer operations, such as registration and checkout, room set-ups and breakdowns, inspections, audiovisual and custodial assistance, and various administrative tasks.
- Perform other related duties: including but not limited to running errands, custodial assistance, as needed, operation, pick-up and return of audiovisual equipment, inventory, sorting and preparing linen packages, and office coverage.