

Monroe Community College Association, Inc
Department of Housing & Residence Life

Summer Conference Assistant
Job Description

Position Announcement

Position Title: Summer Conference Assistant
Department: Housing and Residence Life
Reports to: Resident Director

Rationale:

To better staff and assist all summer conferences and camps housed at Monroe Community College.

Personnel:

Current Monroe Community College, residence hall students who are available for a contractual time period of June 1st-August 10th are eligible for the Summer Conference Assistant position.

When:

Summer Conference Assistants will be employed by the Department of Housing & Residence Life from the dates of June 1st through August 10th. Definitive dates will be provided at a later date.

Housing:

These student workers will be housed in Tribune Hall in one or two suites depending on the number of staff and the gender make up.

Compensation:

Summer Conference Assistants will receive free summer housing as compensation for their services throughout the summer.

Training:

Summer Conference Assistants will go through a half day of training in June to ensure they understand all responsibilities of the position. The training date will be specified once staff selection has been completed.

Tasks for Summer Conference Assistants:

- Check-In and Check-Out of the summer students and Summer Camps.
- Assist in preparing the facilities for camps arrival.
 - This includes, but is not limited to: hanging shower curtain; replacing light bulbs; placing trash cans and can liners in suites; refilling toilet paper dispensers and other tasks as assigned.

Restrictions:

Summer Conference Assistants will be required to work on the delegated weekends and prep time for camp and summer sessions and given times in the Housing & Residence Life office. Additional tasks may also be assigned from Housing & Residence Life, Conference and Events or MCC Facilities.

Outside of delegated weekend dates and prep times the Summer Conference Assistants must work, the staff may take classes, work on or off campus or otherwise use their time as they see fit. Summer Conference Assistants will be required to obtain the approval of the Assistant Director of Housing & Residence Life for time away that conflicts with any delegated weekend dates or prep times.