



SAN JOSÉ STATE UNIVERSITY HOUSING SERVICES

CONFERENCE SERVICES 2019

SUMMER CONFERENCE ASSISTANT APPLICANT INFO PACKET

Thank you for your interest in Summer Conference Services!

The Conference Assistants' (CAs) main responsibility is to assist the Conference Coordinator with day-to-day operations of the residence halls during the summer months. Between June 1 and August 9, University Housing Services and SJSU host many diverse groups and individuals that are visiting the San José area and utilizing our conference services.

CAs play an integral role in facilitating a successful conference services program by serving as ambassadors to the university and surrounding community, providing exceptional customer service, assisting in the various administrative processes, and providing a welcoming experience to our summer guests. Through interaction with guests of all ages, we have a unique opportunity to promote the university to future students, parents and members of the community. Summer Conferences is also a great opportunity to enhance your skills and work with a great team in a fast-paced and dynamic environment!

Application: Please complete an online application at <http://bit.ly/SJSUapplyUHS> by 11:59 pm on **Monday, March 4, 2019**.

Available positions: (4) Lead Conference Assistant, (10) Facilities Conference Assistants, (14) Desk Conference Assistants, and (1) Administrative Conference Assistant

References: Please indicate 3 references who may be contacted prior to your offer of employment with Conference Services, and make sure we receive **1 reference form** at the UHS Office by Monday, March 4, 2019 by 5:00 pm in order for your application to be considered. Your references should be familiar with your personality, work ethic, abilities, and performance style. (If you're a returning staff member from Summer 2018, you do NOT need to submit a reference form, please just list 3 references.)

Group Interviews: As part of the evaluation process all applicants are required to take part in a group interview. Applicants can choose 1 session out of the 4 available sessions listed below:

- March 6: 3:00 pm – 4:30 pm
- March 6: 5:00pm – 6:30pm
- March 8: 11:00 am – 12:30 pm
- March 8: 1:30 – 3:00 pm

Spots will be available on a first come first served basis and applicants not specifying a preferred session on the application will be assigned one by the Conference Staff.

Timeline: Below is a timeline of the selection process, training, and summer dates. Once all applications have been received and reviewed, selected applicants will be contacted with group interview details.

Monday, February 11, 2019	Applications Released
Monday, March 4, 2019 by 11:59 pm	Applications (& Reference Forms) Due
Thursday-Friday, March 6/8, 2019	Group Interviews (required)
March 11-22, 2019	Individual Interviews
Monday, March 25, 2019	Offers made to Select Applicants
Thursday, March 28, 2019 by 5pm	Letter of Intent Due
Friday, April 26, 2019	Required Paperwork Processing (in CV2 MPR)
Friday, April 26, 2019	Required Training(s) for all CAs
Tuesday, May 1, 2019	Start Date for Lead CAs (work 10 hrs/wk through end of semester)
Friday, May 11, 2019	Required Training(s) for all CAs
Friday, May 24, 2019	Conference Staff Moves into Summer Housing
Saturday, May 25, 2019 at 5pm	Duty Begins
Saturday, May 25, 2019 at 8am	Summer Training Begins
May 25– 31, 2019	Summer Training
Saturday, June 1, 2019	Conference Season Opens
Friday, August 9, 2019	Conference Season Concludes
August 10 – 14, 2019	Mandatory Workdays for all CAs
Sunday, August 11, 2019	Conference Staff Moves out of Summer Housing
Wednesday, August 14, 2019	Employment Ends

****All dates are tentative and subject to change***

Questions: Contact the Conference Office at (408) 795-5672



SAN JOSÉ STATE UNIVERSITY HOUSING SERVICES CONFERENCE SERVICES SUMMER 2019

Job Expectations: Desk Conference Assistant (DCA)

Expectations:

Guest Services: DCAs are responsible for contributing to the overall management, operation, and effectiveness of the Conference Services program through services provided to guests at the Conference Services Front Desk. This includes, but is not limited to, facilitating guest check-in/out procedures, processing payments, assisting with room assignments, administering keys, managing front desk hospitality and services, and addressing safety and security needs of guests.

University Liaison: DCAs serve as liaisons to many areas of SJSU. This includes providing guests with information and resources to different university departments, and offering a positive image of University Housing Services, SJSU, and the campus community. UHS works closely with many university departments such as University Police, Parking Services, Spartan Shops/Dining Commons, Event/Aquatic Center, Student Union Inc., and other academic departments that may sponsor conference programs.

Administrative Tasks: DCAs are responsible for processing and following up on reservations, payment forms, and other paperwork related to daily operations. DCAs assist in maintaining an organized and efficient front desk area. Many of the required administrative tasks require PC skills, specifically in Microsoft Word, Excel, Access, and StarRez (an occupancy management database). General office tasks are also required, such as word processing, filing, correspondence, and answering phones.

Training and Staff Meetings: All conference staff members are required to participate in training and staff meetings. Staff meetings will take place on a regular weekly basis.

Overnight/On-call Duty: The conference team shares overnight/on-call duty responsibilities, and everyone must rotate availability. DCAs must be available for on-call duty. This involves responding to after-hours check-ins, guest concerns, and emergencies.

Vacation: Please be aware that this position does not offer any paid time-off or vacation benefits. Any needed days off throughout the summer must be arranged by "trading" shifts with fellow staff members and approved by the Conference Coordinator. No more than 3 consecutive days off will be approved.

Other: Throughout the summer, all areas of University Housing Services must work to support one another. This may include other duties as assigned by the management staff.

Minimum requirements for this position: Availability to attend all training dates (see previous page), and work a flexible work week schedule (averaging 40 hours per week) beginning **Saturday, May 25, 2019 through Wednesday, August 14, 2019**. **Please be aware that the DCA Housing Assignment ends on August 11, 2019. At that date, DCAs must move to either their Fall 2019 Housing assignment or to their off-campus location.** Must be available to work nights and weekends. Must be in **good conduct standing**. Good conduct standing is determined by the number of previous incidents or pending incidents, severity of charges, and status of findings and sanctions. Release from appointment may be required for students who do not maintain this standing. No candidate or returning CA can have an open conduct file during the interview and/or appointment period. Must possess capability to work in 3-story residence halls, which have no elevators, and be physically able to assist in coordinating emergency evacuation procedures as required. Must be able to carry objects weighing between 22-40lbs, such as linen and refrigerators. Must possess a team-oriented philosophy, positive attitude, and high energy for customer interactions. Strong communication and administrative skills are needed. This position requires the ability to establish and maintain cooperative working relationships within a diverse multicultural environment. Must have a minimum GPA of 2.0.

The following qualifications are also preferred: Previous work experience in hospitality or customer services. Major in Hospitality Management, Business, Recreation and Leisure Studies, Behavioral Sciences, or Communication Studies.

Remuneration:

- May 25 through August 14: Double room as single residence as in-kind payment for services rendered, including on-call duty and group check ins.
- \$15.00 per hour for training and the employment period.
- June 1 through August 10: 10 Meal plan/week, ONLY when Dining Commons is open.
- Basic on-campus internet and basic cable.
- Total remuneration approximate value: \$10,000

Non-discrimination Policy: San José State University does not discriminate on the basis of race, color, national origin, gender, physical ability, or sexual orientation in the educational or hiring process.



SAN JOSÉ STATE UNIVERSITY HOUSING SERVICES CONFERENCE SERVICES SUMMER 2019

Job Expectations: Facilities Conference Assistant (FCA)

Expectations:

Guest Services: FCAs are responsible for contributing to the overall management, operation, and effectiveness of the Conference Services program through facility setup and cleaning. This includes, but is not limited to, providing room preparation and linen services, cleaning bedroom units, cleaning and setting up meeting and event spaces, and addressing safety and security needs of guests.

University Liaison: FCAs serve as liaisons to many areas of SJSU. This includes providing guests with information and resources to different university departments, and offering a positive image of University Housing Services, SJSU, and the campus community. UHS works closely with many university departments such as University Police, Parking Services, Spartan Shops/Dining Commons, Event/Aquatic Center, Student Union Inc., and other academic departments that may sponsor conference programs.

Facility Servicing Tasks: FCAs are responsible for daily cleaning and preparation of bedroom units and meeting/event space which includes vacuuming floors, wiping surfaces, disinfecting mattresses, trash disposal, linen folding and setup, linen washing, chair and table setup, and basic A/V setup. FCAs are also responsible for the organization and cleanliness of the linen storage room, which stores all Conference Services facility amenities and materials, including all linen (e.g. sheets, towels, fans, etc.) Some of the required facility tasks involve PC skills, specifically in Microsoft Word, Excel, and StarRez.

Training and Staff Meetings: All conference staff members are required to participate in training and staff meetings. Staff meetings will take place on a regular weekly basis.

Overnight/On-call Duty: The conference team shares overnight/on-call duty responsibilities, and everyone must rotate availability. FCAs must be available for on-call duty. This involves responding to after-hours check-ins, guest concerns, and emergencies.

Vacation: Please be aware that this position does not offer any paid time-off or vacation benefits. Any needed days off throughout the summer must be arranged by "trading" shifts with fellow staff members and approved by the Conference Coordinator. No more than 3 consecutive days off will be approved.

Other: Throughout the summer, all areas of University Housing Services must work to support one another. This may include other duties as assigned by the management staff.

Minimum requirements for this position: Availability to attend all training dates (see previous page), and work a flexible work week schedule (averaging 40 hours per week) beginning **Saturday, May 25, 2019 through Wednesday, August 14, 2019. Please be aware that the FCA Housing Assignment ends on August 11, 2019. At that date, FCAs must move to either their Fall 2019 Housing assignment or to their off-campus location.** Must be available to work nights and weekends. Must be in **good conduct standing**. Good conduct standing is determined by the number of previous incidents or pending incidents, severity of charges, and status of findings and sanctions. Release from appointment may be required for students who do not maintain this standing. No candidate or returning CA can have an open conduct file during the interview and/or appointment period. Possess capability to work in 3-story residence halls, which have no elevators, and be physically able to assist in coordinating emergency evacuation procedures as required. Must be able to carry objects weighing between 22-40lbs, such as linen and refrigerators. Must possess a team-oriented philosophy, positive attitude, and high energy for customer interactions. Strong communication and administrative skills are needed. This position requires the ability to establish and maintain cooperative working relationships within a diverse multicultural environment. Must have a minimum GPA of 2.0.

The following qualifications are also preferred: Previous work experience in hospitality or customer services. Major in Hospitality Management, Business, Recreation and Leisure Studies, Behavioral Sciences, or Communication Studies.

Remuneration:

- May 25 through August 14: Double room as single residence as in-kind payment for services rendered, including on-call duty and group check ins.
- \$15.00 per hour for training and the employment period.
- June 1 through August 10: 10 Meal plan/week, ONLY when Dining Commons is open.
- Basic on-campus internet and basic cable.
- Total remuneration approximate value: \$10,000

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Job Expectations: Administrative Conference Assistant (ACA)

Expectations:

As-Needed Support: The Administrative CA will be responsible for fulfilling support needs that arise with particular conference groups/guests. This position will work 30 hours per week in any conference area needed, plus 4-6 hours per week doing duty and group check ins. The Administrative CA shifts may include duties like key audits, processing registration cards, staffing the computer lab after normal hours, assisting with a check-in, or supporting Prep operations.

Guest Services: The Administrative CA is responsible for contributing to the overall management, operation, and effectiveness of the Conference Program. This includes, but is not limited to, facilitating guest check-in/out procedures, processing payments, assisting with room assignments, providing room preparation & linen services, administering keys, managing front desk hospitality & services, & addressing guest safety & security needs.

University Liaison: The Administrative CA serves as liaisons to many areas of SJSU. This includes providing guests with information and resources to different university departments, providing campus tours to visiting guests and perspective students (New Student Orientation), and offering a positive image of University Housing Services, SJSU, and the campus community. UHS works closely with many university departments such as University Police, Parking Services, Spartan Shops/Dining Commons, Event/Aquatic Center, Student Union Inc., and other academic departments that may sponsor conference programs.

Administrative Tasks: The Administrative CA is responsible for supporting conference group preparations and billing, processing and following up on reservations, payment forms, and other paperwork related to daily operations. The Administrative CA assists in maintaining an organized and efficient front desk area and office. Many of the required administrative tasks require PC skills, specifically in Microsoft Word, Excel, Access, and StarRez. General office tasks are also required, such as word processing, filing, correspondence, and answering phones.

Training and Staff Meetings: All conference staff members are required to participate in training and staff meetings. Staff meetings will take place on a regular weekly basis.

Overnight/On-call Duty: The conference team shares overnight/on-call duty responsibilities, and everyone must rotate availability. The Administrative CA must be available for on-call duty. This involves responding to after-hours check-ins, guest concerns, and emergencies.

Vacation: Please be aware that this position does not offer any paid time-off or vacation benefits. Any needed days off throughout the summer must be arranged by "trading" shifts with fellow staff members and approved by the Conference Coordinator. No more than 3 consecutive days off will be approved.

Other: Throughout the summer, all areas of University Housing Services must work to support one another. This may include other duties as assigned by the management staff.

Minimum requirements for this position: Availability to attend all training dates (see previous page), and work a **flexible** work week schedule (averaging 40 hours per week) beginning **Saturday, May 25, 2019 through Wednesday, August 14, 2019. Please be aware that the CA Housing Assignment ends on August 11, 2019. At that date, CAs must move to either their Fall 2019 Housing assignment or to their off-campus location.** Must be available to work nights and weekends. Must be in **good conduct standing**. Good conduct standing is determined by the number of previous incidents or pending incidents, severity of charges, and status of findings and sanctions. Release from appointment may be required for students who do not maintain this standing. No candidate or returning CA can have an open conduct file during the interview and/or appointment period. Possess capability to work in 3-story residence halls, which have no elevators, and be physically able to assist in coordinating emergency evacuation procedures as required. Must be able to carry objects weighing between 22-40lbs, such as linen and refrigerators. Must possess a team-oriented philosophy, positive attitude, and high energy for customer interactions. Strong communication and administrative skills are needed. This position requires the ability to establish and maintain cooperative working relationships within a diverse multicultural environment. Must have a minimum GPA of 2.0.

The following qualifications are also preferred: Previous work experience in hospitality or customer services. Major in Hospitality Management, Business, Recreation and Leisure Studies, Behavioral Sciences, or Communication Studies.

Remuneration:

- May 25 through August 14: Double room as single residence as in-kind payment for services rendered, including on-call duty.
- \$15.00 per hour for training and the employment period.
- June 1 through August 10: 10 Meal plan/week, ONLY when Dining Commons is open.
- Basic on-campus internet and basic cable.
- Total remuneration approximate value: \$10,000

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Job Expectations: Conference Assistant Lead - Guest Services, Facility Operations, and Administration

Expectations:

Guest Services: CA Leads are responsible for contributing to the overall management, operation, and effectiveness of the Conference Program. This includes, but is not limited to, facilitating guest check-in/out procedures, processing payments, assisting with room assignments, providing room preparation and linen services, administering keys, managing front desk hospitality and services, and addressing safety and security needs of guests.

University Liaison: CA Leads serve as liaisons to many areas of SJSU. This includes providing guests with information and resources to different university departments, providing campus tours to visiting guests and perspective students (New Student Orientation), and offering a positive image of University Housing Services, SJSU, and the campus community. UHS works closely with many university departments such as University Police, Parking Services, Spartan Shops/Dining Commons, Event/Aquatic Center, Student Union Inc., and other academic departments that may sponsor conference programs.

Administrative Tasks: CA Leads are responsible for processing and following up on reservations, payment forms, and other paperwork related to daily operations. CA Leads assist in maintaining an organized and efficient front desk area. Many of the required administrative tasks require PC skills, specifically in Microsoft Word, Excel, Access, and StarRez. General office tasks are also required, such as word processing, filing, correspondence, and answering phones.

Training and Staff Meetings: All conference staff members are required to participate in training and staff meetings. Staff meetings will take place on a regular weekly basis.

Overnight/On-call Duty: The conference team shares overnight/on-call duty responsibilities, and everyone must rotate availability. CA Leads must be available for on-call duty. This involves responding to after-hours check-ins, guest concerns, and emergencies.

Vacation: Please be aware that this position does not offer any paid time-off or vacation benefits. Any needed days off throughout the summer must be arranged by "trading" shifts with fellow staff members and approved by the Conference Coordinator. No more than 3 consecutive days off will be approved.

Other: Throughout the summer, all areas of University Housing Services must work to support one another. This may include other duties as assigned by the management staff.

Conference Assistant Lead: Additional responsibilities listed below per Lead position.

Minimum requirements for this position: Availability to attend all training dates (see previous page), work a flexible 10 hour/week schedule from **Wednesday, May 1 through Friday, May 24** and work a flexible 40-hour/week schedule beginning **Saturday, May 25, 2019 through Wednesday, August 14, 2019**. Please be aware that the CA Housing Assignment ends on **August 11, 2019**. At that date, CAs must move to either their **Fall 2019 Housing assignment or to their off-campus location**. Must be available to work nights and weekends. Must be in good conduct standing. Good conduct standing is determined by the number of previous incidents or pending incidents, severity of charges, and status of findings and sanctions. Release from appointment may be required for students who do not maintain this standing. Possess capability to work in 3-story residence halls, which have no elevators, and be physically able to assist in coordinating emergency evacuation procedures as required. Must be able to carry objects weighing between 22-40lbs, such as linen and refrigerators. Must possess a team-oriented philosophy, positive attitude, and high energy for customer interactions. Strong communication and administrative skills are needed. This position requires the ability to establish and maintain cooperative working relationships within a diverse multicultural environment. Must have a minimum GPA of 2.0.

The following qualifications are also preferred: Previous work experience in hospitality or customer services. Major in Hospitality Management, Business, Recreation and Leisure Studies, Behavioral Sciences, or Communication Studies.

Remuneration:

- May 25 through August 14: Double room as single residence as in-kind payment for services rendered, including on-call duty.
- \$15.00 per hour for training and the employment period.
- June 1 through August 10: 10 Meal plan/week, ONLY when Dining Commons is open.
- Basic on-campus internet and basic cable.
- Total remuneration approximate value: \$10,000

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Conference Assistant Lead – Guest Services – Additional Job Expectations

Primary Function

This position is responsible for the overall coordination of services for guests and customers of the Conference Services program, including the coordination of all conference housing desk operations (mainly at Campus Village 2, but also including other residence halls). This person is a liaison to campus service providers and conference guests. Position reports to the Conference Coordinator and Assistant Director for Administrative and Conference Services.

Primary Expectations

- *Prior to group arrival, confirm building/rooms are prepared and ready for check in; all signs posted (check in and room reservations).
- *Be present at and assist with group check in and check out for groups.
- *Be available for on-site assistance for all group leaders/directors during their stay on campus.
- *Assist Conference Coordinator to prepare for group arrival and departure
- *Maintain records of all conversations, emails, requests for groups.
- *Oversee room reservations for guests; reserve residence hall space or campus classroom space for groups; ensure space is available, reserved, signs are posted, and required contracts are signed and submitted.
- *Oversee parking services for guests; maintain, inventory and track parking permits for 7th Street garage and CV garage. Work with Parking Services and UHS staff to secure permits in an efficient and timely manner.
- *Coordinate welcome baskets/signs/packets for all group leaders/directors; order prior to arrival and make sure available for arrival. Include all behavioral agreements and building orientation information.
- *Oversee Conference Services Front Desk & maintain and upkeep all other conference housing desks throughout the summer, including: Keep desks clean and supplies in stock. Order supplies when necessary. Maintain forms, binders, and relevant group information at each desk. Provide guidelines and procedures for conference staff regarding conference housing desks. Assist Intern/Conference Coordinator in scheduling staff to work conference housing desk shifts.
- *Coordinate guests and staff mail services by tracking the mail/package log and delivering mail from Mail Room to Front Desk daily
- *Maintain keys (with Administration Lead) - make sure they are labeled and organized at all times. Perform key inventories/audits before each group arrival and immediately after each group departure, and order new replacement keys as necessary.
- *Keep staff informed of group needs/check in/check out through utilizing When to Work software program.
- *Report daily tasks on the prep log as necessary.
- *Report maintenance, custodial, and key requests as necessary.
- *Related duties as assigned or required.

Conference Assistant Lead – Facility Operations – Additional Job Expectations

Primary Function

This position is responsible for the preparation of all guest rooms and common areas in the residence hall buildings for the Conference Services program. This position will also coordinate the inventory and tracking of all Conference Services supplies, linen, and equipment. This position will oversee the conference assistant prep team in preparation of guest rooms and common areas. Position reports to the Conference Coordinator and the Assistant Director for Administrative and Conference Services.

Primary Expectations

- *Oversee the CA prep team, daily, in preparation of guest rooms and building common areas.
- *Check in the CA prep team at each shift (if not working, make sure intern or coordinator or admin staff can do it that day).
- *Clean and prepare guest rooms and common building common areas prior to guest arrival and immediately after guest departure; includes working with prep crew to complete trash removal, vacuuming, dusting, and linen removal.
- *Responsible for inspection of guest rooms prior to guest arrival and immediately after guest departure.
- *Responsible for linen for all guest rooms; make sure linen is clean and accounted for and available for guest rooms prior to guest arrival; make sure linen is sent out to get cleaned and is returned immediately after guest departure.
- *Schedule all linen drop-off and pick-up with linen company; make sure prep staff is tracking all outgoing and ingoing linen and the counts match.
- *Be available for linen drop off and pick up times.
- *Ensure cleaning and guest room supplies are stocked at all times; order when necessary.
- *Monitor and track inventory of all supplies and linen by physical count daily with accurate logs/forms; order when necessary.
- *Responsible, with prep crew, for set up and tear down of equipment and supplies, according to group needs, in all residence hall common areas, including tables and chairs for check-in and check-out.



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- *Ensure lounge space diagrams are posted and updated in all residence hall lounge and common area spaces.
- *Assist Conference Coordinator with daily cleaning schedule/prep logs.
- *Assist Conference Coordinator with training of conference staff for cleaning/prep.
- *Related duties as assigned or required.

Conference Assistant Lead – Administration – Additional Job Expectations

Primary Function

This position is responsible for the overall support, clerical duties, and customer service for the Conference Services program. Position reports to the Conference Coordinator and Assistant Director for Administrative and Conference Services.

Primary Expectations

- *Provide customer/conference guest service for main conference housing office daily, responding to phone and email inquiries.
- *Assist in preparing agendas for conference team staff meetings weekly, in coordination with Conference Coordinator.
- *Prepare and distribute minutes from conference team staff meetings weekly, within 24 hours of staff meeting.
- *Responsible for general office filing, copying, and telephone and email support.
- *Respond to requests and inquiries from conference group directors and guests.
- *Prepare registration cards for all conference group check in's.
- *Prepare and process all overnight guest reservations, registration cards, keys and room checks.
- *Coordinate Overnight Guest Housing program (with Conference Services Intern for Orientation); manage and create all access key cards for guests; organize, track and enter all cleaning requests for overnight guest rooms (Web TMA and prep log).
- *Coordinate Intern Housing program (with Conference Services Intern for Orientation); maintain information on website, collect and process applications, make sure rooms are prepared, make keys and set up paperwork and keys for check in and check out.
- *Conduct building group inventories for each conference group prior to group arrival.
- *Assist Guest Services Lead with key inventories/audits before each group arrival and immediately after each group departure.
- *Assist Conference Leads, Conference Interns, and Conference Coordinator with duties and day to day work as assigned.
- *Available for scheduled, occasional weekend work hours to assist with check in and check out of conference groups.
- *Prepare and process billing statements, invoices for conference groups, interns, and overnight guests.
- *Follow up with conference groups, interns, and overnight guests to collect payments in timely manner.
- *Manage online web registration function in StarRez for all conference groups and overnight guests (set up and daily management).
- *Coordinate Early Arrival process for UHS residents in August.
- *Related duties as assigned or required.
- *Train Conference Assistants and other staff on StarRez.



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Frequently Asked Questions

1. *Can I take summer school classes or work on summer research projects?*

Summer school classes or work on summer research projects can only be done with approval by the Conference Coordinator and will only be approved after all summer work shifts are filled. Your class schedule must fit around the conference work schedule.

2. *Can I have outside employment while employed as a Conference Assistant?*

All outside employment must be approved by the Conference Coordinator. All other jobs must accommodate your shifts and all commitments that are part of the Conference Assistant position.

3. *Is housing provided?*

Yes, it is. You will have your own bedroom. The rooms are single occupancy rooms.

4. *Will I have a meal plan?*

Yes!! As part of your compensation package, you will be given a meal plan to be used when the Dining Commons is open. This is only valid when the Dining Commons is open. Meals are not provided at other times, except during training.

5. *Will I be able to take a vacation?*

Sorry, but no--given the workload distribution and the short time span of the job, there is no "vacation time." You will have days off each week, but they may vary depending on your schedule and what shifts you sign up for.

6. *What will my hours be?*

You will work an average of 40 hours per week based on shifts you sign up for. Your work is not purely shift/hourly based, as you are expected to work until the work gets completed. Shifts are scheduled 7 days per week, some 24 hours per day. There will be some rotating shifts and on-call duty nights. Nights and weekends are required.

7. *Can I work for part of the summer?*

No, you must be available to work from May 25, 2019 through August 14, 2019. Occasionally exceptions are made for a few days. If you have questions, please contact the Conference Office.

8. *Do I have to wear a uniform?*

Each Conference Services employee will receive shirts. You will be required to wear the polo shirt and tan khaki's when working the desk or check-in, and the t-shirt if/when working with the prep crew. You can wear jeans, black or tan khaki's, pants or shorts with the shirts, as long as they look appropriate. Closed toe shoes are required as well.

9. *Do I have to work outside?*

Yes, there will be some outdoor work required, though most of the work is inside the residence halls (but it is summer in San Jose and it's still hot!). You will be required to transport linen and equipment between residence halls, which means working outside.

10. *Is training mandatory?*

Yes, staff training is critical to a successful summer. There will also be mandatory training sessions during the spring semester.

11. *Do I need to have conference experience?*

No previous experience is required, but you do need to have a positive, enthusiastic attitude and the willingness to learn. We are looking for ambitious students who like to work in a team atmosphere and are able to provide quality customer service.

12. *Can I be a Fall 2019 RA and a Summer 2019 CA?*

No, due to the overlap in training for the RA position and the end of the CA job, this is not possible.

13. *What is the "Good Standing" candidates must have/maintain?*

Good Academic Standing – minimum 2.0 GPA (cumulative)

Good Conduct Standing – CA candidates cannot be on probation from SJSU Student Conduct or UHS at the time of application (March 4th). If you are on probation through that date, you are ineligible to apply for the CA position for Summer 2019



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CONFERENCE SERVICES
SUMMER 2019**

SUMMER CONFERENCE STAFF REFERENCE FORM

Name of Applicant: _____
(Please Print)

The above named applicant retains right of access to this document unless she/he has signed the waiver, which follows:

I hereby waive any and all rights of access to this document which is to be included in my application file for Summer Conference Assistant. This waiver applies to the Family Educational Rights and Privacy Act of 1974, as amended and any other similar legislation. I understand that this document may not be used for any purpose other than evaluation of my qualifications for employment.

Date: _____ Applicant Signature
to waive right to access: _____

The above-named student has applied for a position on the 2019 Summer Conference staff at San José State University Housing Services and has listed you as a reference. **Please complete this form and return it to the UHS Front Desk in a sealed envelope to University Housing Services attn: Conference Coordinator no later than 5 PM on Monday, March 4th.** Please comment on the capabilities of this individual based on your interactions. Thank you for your assistance in our selection process.

Name of Reference: _____ Title: _____

Institution or Business: _____

Relationship to applicant: _____

How long have you known the applicant? _____

I know this individual: Very Well Well Fairly Well Casually Not Well Enough to Rate

How confident are you in evaluating the applicant: Very Confident Somewhat Not at all



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Please rate the candidate in the following areas:	Superior	Average	Poor	No Basis
Ability to work in a group setting				
Ability to make a positive impression				
Communication skills				
Administrative skills				
Maturity				
Judgment and decision making				
Ability to manage emotions				
Ability to complete tasks				
Dependability				
Punctuality				
General Attitude				
Sensitivity to Diversity				
Ability to work without direct supervision				
Ability to respond to emergency situations				
Approachability				
Common Sense				
Overall				



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What would you consider to be the applicant's most significant strengths?

In what areas does this applicant exhibit the need for growth and additional training?

To what extent would you recommend this individual for this position?

- Strongly Recommend Recommend with Reservation Do Not Recommend

Please briefly explain your assessment.

Please offer any additional comments you may have at this time. If more space is needed, please feel free to attach additional sheets.

Reference Signature: _____

Date: _____

**Candidate retains right to read this if waiver on front is not signed.
Comments on this form are confidential and used only by the interviewers.**