



**UNIVERSITY OF
GEORGIA**
University Housing
Student Affairs

POSITION DESCRIPTION

TITLE: Conference Host
CLASSIFICATION: Student Staff

POSITION SUMMARY:

Conference hosts work with a variety of summer conference groups. They work scheduled shifts at the community desk, serve as resources for guests, participate in nightly duty, stock guest rooms, and live in our conference communities. The work week for a conference host is full time, which is 40 hours per week. Conference hosts may not enroll in classes and may not hold another employment position.

SUPERVISOR:

Residence Hall Director

CONDITIONS OF EMPLOYMENT:

1. To be classified in the student employment type or student worker category (STUWK), the employee *must be enrolled* at a University System of Georgia institution during the employment period.
2. Have a minimum semester and cumulative UGA grade point average of 2.0 at the time of application and end of the spring semester before employment begins,
3. Must be in good standing with the Office of Student Conduct.
4. This is a fulltime 40 hour per week summer position. Conference hosts may not be enrolled in classes during Maymester and the summer terms. This includes online courses.
5. Continued employment is based upon job performance, evaluation and enrollment in the University.
6. Student employees are considered temporary employees. A temporary employee may be separated at any time for any reasons without notice and either the employer or the employee can end the employment relationship. Such separation is not grievable or subject to appeal. http://www.usg.edu/hr/manual/employee_categories.

RESPONSIBILITIES:

- Support, communicate, enforce and abide by all university and department policies, procedures and regulations.
- Works nightly duty coverage on a rotating basis.
- Works conference services check-ins and check-outs as needed and/or assigned.
- Works scheduled community desk shifts in assigned community, and shifts may or may not occur during assigned duty shifts.
- Stocks rooms with conference supplies prior to each group's arrival.
- Checks rooms and common areas for damages before and after occupancy by conference groups.
- Serves as a resource for summer conference participants and guests.
- Assists conference sponsors and guests with special needs and problems.
- Assists in maintaining a secure and pleasant environment in the buildings.
- Responds to emergency situations as necessary in accordance with University Housing procedures and policies.
- Manages assigned bulletin boards with appropriate information.

- Attends weekly and emergency staff meetings as required.
- Assists University Housing staff with special projects.
- Utilizes Microsoft Teams as the official messaging tool for University Housing.
- Understands that UGA email is the official form of communication for the University.
- Completes other duties as assigned that are consistent with the position

