Conference Host Position Description
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.

Conference Host Position Responsibilities
The conference host (CH) is a full-time student position in University Housing working with a variety of conference services groups. Conference hosts will work as part of a staff team designed and trained to provide comprehensive service to conference participants and sponsors. Conference hosts must live in assigned areas.

- 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.

We are working on position expectations currently. Do you need that or not particularly? Feel free to wordsmith (just let us know so we can updated on our end 😊)