

Conference Assistant

Not Currently Hiring

Position Type:

Student Positions - Academic Year

The Conference Assistant (CA) support the Coordinator for Conference Operations with planning and training for summer staff, preparation of welcome books, floor plans, creating inventory lists, and maintaining orderly storage rooms in multiple locations. CA's also work with the Assistant Coordinator for Conference Operations on upkeep of the guest apartments and special projects as directed by the Conference Operations team. Previous Conference Operations experience strongly preferred.

Qualities of Applicant:

- Extremely organized
- Detail oriented
- Excellent Computer Skills
- Willing to work 10-15 hours/week
- Available Spring and Summer semesters
- Friendly
- Able to work flexible hours between 8:00am and 5:00pm M-F

Compensation

Pay Rate: \$7.75/hour

Contact

Susan Rhody, Coordinator for Conference Operations, rhody@email.unc.edu [1]

How to Apply

Drop off resume and expected academic schedule for Spring semester to Susan Rhody at the Carolina Housing office in the Student and Academic Services Building (SASB) North, Suite 1213.

Timeline

Application opens/Interviews conducted: August

[Click here for specific up-to-date deadlines.](#) [2]

Source URL: <https://housing.unc.edu/about-us/employment-opportunities/student-positions/conference-assistant>

Links

[1] <mailto:rhody@email.unc.edu>

[2] <https://housing.unc.edu/about-us/employment-opportunities/student-positions/timeline-student-positions>