



UNC Conference Services
CB 5500 – SASB-North 1213
Chapel Hill, NC 27599-5500
(919) 962-7829
conferenceservices@unc.edu
Fax: (919) 962-1006

CONFERENCE ASSISTANT UNC CONFERENCE SERVICES

The Conference Assistant (CA) position works for the Office of Conference Services, a unit within Carolina Housing. CAs work under the direction of the Assistant Director of Conference Services and with direct supervision of an ACUHO-I graduate intern.

The Conference Assistant is the front-line customer service representative of the University to all summer camps and conference guests. The CAs' specific duties include guest relations, room set-up, linen distribution, and other tasks as assigned. Conference Assistants also assist with camps & conference check-ins/check-outs, work guest services shifts at the community office, and help ensure that the facilities are in good order by conducting inspections and post-conference assessments.

Work will be a combination of traditional and non-traditional hours and will include weekends. Additionally, CAs will be in an on-call rotation between the hours of 5:00pm and 9:00am requiring them to live on-campus. CAs will work on average 20 – 25 hours per week.

TERMS OF EMPLOYMENT

- Dates of employment: May 22nd – August 2nd
- Dates of training May 22nd – May 24th
- Respond to all On-Call requests for all camps & conferences between 5:00 pm and 9:00 am when On-Call and 24-hours on weekends.
- Due to the time commitments to the job, Conference Assistants are permitted to take no more than 4 credit hours per summer session.
- The CA will have a valid driver's license and access to a car while on-call or will be 18 years or older and able to drive Housing's 15 passenger van & box truck

QUALIFICATIONS

- Be enrolled as a full-time student in the Fall of 2023. You do not have to be enrolled in a specific number of classes, nor are you required to be returning to work for Carolina Housing for 2023-2024.
- Students employed by Carolina Housing must not be employed on a permanent, full-time basis anywhere, and must not otherwise occupy a classified employment position with the University. Student staff are "at will" employees, are not eligible for layoff priority employment or severance pay and may be terminated at any time without additional compensation. A lapse in student status occurs during breaks (winter and summer) when an employee is not enrolled in courses. This lapse does not affect employment eligibility, though it will subject the employee to FICA tax deductions.
- All employees must maintain good financial, disciplinary, and academic standings with the University.

COMPENSATION:

- Carolina Housing provides Conference Assistants (CAs) a compensation package that includes:
 - A stipend payment of \$5,500 per summer that will be divided and paid monthly on the last business day of the month.
 - The stipend is prorated, and the number of payments decreases if hire date is after the first day training.
 - Assignment to a single furnished room unless housing shortages require the assignment of a roommate.



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- * Carolina Housing encourages applicants and employees to consider if this compensation package will affect their financial aid package. Please contact Scholarships and Student Aid, 962-8396 for information on eligibility for aid and employment.

NEXT STEPS:

- Application Open: Friday, March 10th
- Applications Close: Friday, March 31st
- Interviews Conducted: April 3rd – 11th
- Offer Notification: Friday, April 14th
- Start Date: Monday, May 22nd

TO APPLY!

https://forms.office.com/Pages/ResponsePage.aspx?id=T9WzWMkW00KvCB_KvQIWZiCqiqCQOWB_IgoplzHu_ZOhUOTdYMFawSFg3SkFFRzNJVjZQQVozSDVIUC4u