

2024 Conference Administrative Assistants (CAAs)

The Department of Residence Life provides summer housing to more than 6,000 participants who attend athletic camps, academic programs and workshops on campus. Residence Life Conference Administrative Assistants (CAAs) are responsible for many of the behind-the-scenes administrative tasks that ensure success for our conference programs.

CAAs will gain valuable experience in the fields of student affairs and higher education, conferences and event planning, management, and communication. CAAs will also develop skills in leadership, teamwork, organization, time management, customer service and communication.

Conference Administrative Assistants will:

- Reside on campus in the Mathew Living Learning Center
- Actively participate in staff training (planning and presenting)
- Perform administrative duties with regards to conferences, including:
 - Coordination of linen services, scheduling of CTM work schedules, preparation of conference billing, performing check-in/check-out duties, provide customer service to conference guests, disseminating information as needed, assisting with camp registration processes, and other duties as assigned including working in the Residence Life central office.

Minimum Qualifications:

- Current student of NDSU (undergraduate or graduate) or having graduated in May 2024.
- Prepared to work full-time with flexibility in hours and scheduling
- Work experience which demonstrates organization, initiative, assertiveness
- Positive attitude and enthusiasm for working with conference groups and individuals
- Ability to assist diverse groups of individuals
- Ability to work independently, as well as in a group setting
- Proficient in Microsoft Office
- Possession of a valid driver's license
- Work experience within Residence Life and/or summer conferences is preferred

Preferred Qualifications:

Administrative Skills:

- Ability to complete paperwork in a thorough, neat, and timely manner; proof documents for errors; quickly understand and carry out new procedures; take initiative on projects and other tasks with little direction

Decision Making Skills:

- Ability to make decisions independently and communicate decisions to proper individuals; solve problems with little information

Customer Service Skills:

- Ability to anticipate and listen to the needs of summer guests and sponsors; effectively communicate directions and procedures; connect quickly and develop rapport with a variety of individuals; act as a public-relations liaison

Flexibility:

- Ability to manage stressful situations with a positive attitude; respond quickly to change with minimal stress; contribute to a newly formed team

Time Commitment:

- Dates of employment: May 12, 2024 – August 9, 2024
 - CAAs who have also been hired as RAs for the fall semester may end their contract early for training.
- CAAs will move into the Mathew Living Learning Center on May 11, 2024
- No outside employment is permitted.
- CAAs may only take classes online.
- Team members are allowed time off during the summer. There are times when all staff must be present and **no time off is allowed**. Staff must be present during these times (additional dates may be added as the summer conference schedule is finalized).
- April 25 5-6 p.m. (HD Social)
- May 21 – May 24 (Training)
- June 3-7 (FFA)
- June 14-16, 22-23 (Football Camps)
- July 12-21 (USAW Wrestling)

Compensation:

- Approximately \$6,000 over the summer (paid as an hourly wage of \$13/hour)
 - 7:30am – 4pm Monday-Friday, with occasional night or weekend hours
- FREE room and meal compensation
 - Studio in MLLC and 100 block meal plan

Application Process:

Applications Available – February 5, 2024

Application Deadline – March 1, 2024

Interviews – March 18-22, 2024

Team Announced – March 25, 2024

Applications are online at www.ndsu.edu/reslife/summer and must be submitted by March 1, 2024. To complete the application, a resume and cover letter addressing the qualifications and required skills listed above must also be uploaded when applying.

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