

2020 Conference Administrative Assistants (CAAs)

The Department of Residence Life provides summer housing to more than 7000 participants who attend athletic camps, academic programs and workshops on campus. Residence Life Conference Administrative Assistants (CAAs) are responsible for the many behind-the-scenes administrative tasks that ensure success for our conference programs. This includes scheduling the Conference Team Members (CTM) work schedules, coordinating vendor services, preparing billing, assisting with camp registration, and the overall coordination of the logistics of NDSU summer housing.

CAAs will gain valuable experience in the fields of student affairs and higher education, conferences and event coordination, hospitality and tourism, business 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
- Assist in the planning and actively participate in staff training
- Perform administrative duties with regards to conferences, including:
 - Scheduling of conference team member (CTM) work schedules, coordinate linen distribution, performing check-in/check-out duties, providing customer service to conference guests, preparation of conference billing, assisting with camp registration processes, disseminating information, and other duties as assigned including working in the Residence Life central office.

Minimum Qualifications:

- Current student of NDSU (graduate or undergraduate) or having graduated in May 2020
- Prepared to work full-time with flexibility in hours and scheduling
- Work experience which demonstrates assertiveness, initiative, organization, and confrontation skills
- Work experience within the Department of Residence Life and/or with summer conferences is preferred
- Proficient in Microsoft office
- Possession of a valid driver's license
- Ability to assist diverse groups of individuals
- Ability to work independently, as well as in a group setting
- Positive attitude and enthusiasm for working with conference groups

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

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: Vice Provost, Title IX/ADA Coordinator, Old Main 201, 701-231-7708, ndsuetoo@ndsu.edu.

Decision Making Skills

- Ability to effectively 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 residents; 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 new formed team

Time Commitment:

- Dates of employment: May 18, 2020 – August 14, 2020
 - CAAs who have also been hired as NDSU RAs for the fall semester, may end their contract early to allow for RA training
- CAAs will move into the Mathew Living Learning Center on May 17, 2020
- No outside employment is permitted
- Only online classes are permitted
- Time off is not permitted during the dates below. Other dates may be added.
 - March 11 5-7 p.m. (Social)
 - April 15 5-7p.m. (HD Social)
 - May 26-29 (CTM Training)
 - June 1-5 (FFA)
 - June 13-15, 18-21 (Football Camps)
 - July 12-24 (USA Wrestling)

Compensation:

- \$11.50/hour; 40 hours/week; 7:30 a.m. – 4:00 p.m., with occasional night or weekend hours
- Free room and meal compensation
 - Single room in the MLLC provided at no cost; Meal compensation is included in addition to base pay

Application Process:

Applications Available – February 3, 2020

Application Deadline – February 21, 2020

Interviews - February 24 – 28, 2020

Team Announced – March 6, 2020

Applications are online at www.ndsu.edu/reslife/student_staff and must be submitted by February 21, 2020. 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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