



EMORY
UNIVERSITY

University
Conferences

Office of University Conferences
**SUMMER CONFERENCE ASSISTANT
APPLICATION**
Summer 2012

The Conference Assistant (CA) position will provide a varied and challenging experience for those selected. Conference Assistants coordinate all aspects of three or four summer conferences that will take place on Emory's campus during the summer of 2012. This weighty task requires excellent organization and interpersonal skills. Additionally, CAs handle a variety of other duties behind the scenes. They staff our information desks, troubleshoot in the DUC Dining Terraces during meals, and deliver and pick up linen from guests' rooms. These are full-time, live-in positions with on-call responsibilities. If you are selected, we promise you a fun and casual working environment, interactions with a wide range of people, plenty of opportunity for creative problem solving, and an unforgettable learning experience.

Completed applications are due by 5:00 pm on Wednesday, March 21, 2012, to the Office of University Conferences. Applications must include a resume and at least two recommendations.

If you have any questions, please contact:

Leia Clement
Conference Coordinator, University Conferences
404.727.0428
lacleme@emory.edu

Emory University
Office of University Conferences
118A Alabama Hall



Name: _____ Emory P. O. Box #: _____

Residence Hall and Room/Off-campus Address: _____

Permanent Address: _____

Current Phone #: _____ Permanent Phone #: _____

Email Address: _____

Emory ID #: _____

Current Year in School: 1 2 3 4 Grad/other (specify): _____

GPA Cumulative: _____ GPA Fall '11: _____

Driver's License # and State: _____

(NOTE: all summer Conference employees must be cleared to drive by the Office of Risk Management in order to be hired)

References:

(please include one Campus Life representative and at least one former employer)

Name: _____

Position: _____ Phone: _____

Name: _____

Position: _____ Phone: _____

Name: _____

Position: _____ Phone: _____

Applications (including completed application form, resume, and two recommendation forms) must be in the Office of University Conferences by **Wednesday, March 21, 2012, at 5:00 PM** to be considered. Candidates mailing applications through the mail are advised to do so early, as late applications may not be accepted.



The mission of the Office of University Conferences is:

- To provide outstanding customer service and quality services to our clients and guests; and
- To provide a meaningful learning experience for our staff through challenging responsibilities and supportive supervision.

Both our clients and our staff are included in this mission statement because both are equally important to us.

Please respond to the following questions on an additional sheet of paper.

1. Why would you like to be a Conference Assistant and what do you hope to gain from this position?
2. Describe any skills you have gained in previous employment positions or extracurricular activities that would pertain to the role of Conference Assistant.
3. Describe your strengths and how they may apply to this position.
4. Describe your weaknesses and how they may apply to this position.
5. What do you expect of a supervisor?
6. Of the positions you've held, which one did you enjoy the most? The least? Explain.
7. Do you have any plans this summer that would cause you to be away from campus? If so, please explain briefly and include anticipated dates.
8. Do you have any previous or current conduct incidents? If so, please explain.

Signature of Applicant: _____ Date: _____

Your signature releases our Office to contact the Office of Student Conduct and the references you list above.

Personal delivery of an application can be made at the Office of University Conferences (Alabama Hall, room 118A). We are sorry, but electronic submission is not available. We cannot accept faxed or emailed applications. Additionally, applications may be mailed to:

Office of University Conferences
Emory University
DUC/Drawer B
Atlanta, GA 30322

Applications (including completed application form, two recommendation forms and resume) must be in the Office of University Conferences by Wednesday, March 21, 2012. Candidates mailing applications through campus or U.S. mail are advised to do so early, as late applications may not be accepted.