



**EMORY**  
UNIVERSITY

**University  
Conferences**

Office of University Conferences  
**SUMMER CONFERENCE ASSISTANT  
APPLICATION FOR RETURNING STAFF  
Summer 2012**

Thank you for your interest in re-applying for the position of Conference Assistant with the Office of University Conferences. Returning staff are our greatest asset in serving our clients.

The application process is a little different for returners. Please fill out this informational section. You will also have an interview with a member of the professional staff. As a returner, you will know if you have been accepted before we process applications for new employees.

Also, to recap, the remuneration is as follows for returning members:

- \$3,500 stipend
- Private, furnished room in Alabama Hall
- Food while the DUC is in session
- Free laundry, parking, and gym membership

Completed applications are due by 5:00 pm on Monday, March 12, 2012 to the Office of University Conferences. You do not need to submit a resume or any references.

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**



**EMORY**  
UNIVERSITY

**University  
Conferences**

**Returning Conferences Assistant**  
Application Summer 2012

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 :* \_\_\_\_\_ *(please 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.)*

Applications must be in the Office of University Conferences by **Monday, March 12, 2012 at 5:00 PM** to be considered. A member of the professional staff will then have a short meeting with you to discuss your return to University Conferences. Candidates mailing applications through the mail are advised to do so early, as late applications may not be accepted.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Personal delivery of an application can be made at the Office of University Conferences (Alabama Hall, room 119). 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