



**EMORY**  
UNIVERSITY

**University  
Conferences**

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

The Conference Managers serve as liaisons between the summer program staff and service providers both on campus and external to Emory. Each Manager is responsible for one functional area, and will procure and bill all services pertaining to his/her area. There are five functional areas; please see the position descriptions for a full listing of each Manager's responsibilities. Managers must be interns, graduate students, or current college juniors or seniors.

If you are selected, we promise you a fun working environment, supportive and educational supervision, interactions with a wide range of people, ample opportunity for creative problem solving, and an unforgettable learning experience.

Completed applications are due by 5:00 pm on **Wednesday, February 15, 2012**, to the Office of University Conferences. Applications must include a resume and at least two recommendations. Applicants may apply for both the Conference Manager and Conference Assistant positions using the same application.

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: \_\_\_\_\_

Current Address: \_\_\_\_\_

Current Telephone #: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Permanent Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

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.)

References (please include one job supervisor and one professor):

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list your preference for Manager positions: \_\_ 1 \_\_ 2 \_\_ 3 \_\_ 4 \_\_ 5

Applications (including completed application form, resume, and recommendation forms) must be in the Office of University Conferences by **Wednesday, February 15, 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.

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

1. Why would you like to be Conferences Manager?
2. Describe any skills or experiences you have obtained in previous employment positions that would be pertinent to the Manager position.
3. Describe the supervisory style you plan to use this summer as a Manager.
4. Describe two strengths you have that may impact your work in this position.
5. Describe two weaknesses you have that may impact your work in this position.
6. Each conference staff member is permitted one four-day vacation during the summer. Do you have any plans this summer that would cause you to be away from campus for more than this period? If so, please explain briefly and include anticipated dates.

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

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, February 15, 2012**. Candidates mailing applications through campus or U.S. mail are advised to do so early, as late applications may not be accepted.