

1. Is housing provided?

Yes, housing is provided to Conference Assistants as a part of their compensation.

2. Will I have a meal plan?

No. Meal plans are not provided as part of your compensation package.

3. Will I be able to take a vacation?

Given the workload distribution and the short time span of the summer conference program, there is no "vacation time". Slow times are typically built into the summer conference season to allow for breaks. The Office of Residential Programs will give as much time off as possible to each staff member, with requests for time off considered based on reasoning and workload at given time.

4. Do I have to wear a uniform?

Each Conference employee will receive a conference shirt for the summer. During your scheduled work hours, you will be required to wear a specified shirt, shorts or pants and your provided nametag. Conference Staff members are responsible for providing their own shorts or pants. Due to the workload, sandals or flip-flops are not allowed. The office recommends comfortable tennis shoes for the summer. It will be hot during the summer, but professional dress is expected when working the front desk area. Shorts should be of reasonable length. Sport shorts, gym shorts and cutoffs are not acceptable. Jeans are acceptable unless they are worn, frayed and/or holey.

5. Is training mandatory?

Yes, staff training is critical to a successful summer. Training for most Summer Conference Team members will begin in mid May.

6. Do I need to have Conference experience?

No previous conference experience is necessary. All employees need to have: an open mind for new systems, a positive attitude, and the willingness to learn. We are looking for students who are not only looking for a summer job, but interested in gaining professional experience.