ALBRIGHT COLLEGE CONFERENCE OFFICE
The Albright College Conference Office is under the direction of the Director of Conferences who serves as a contact person and coordinator of all camps, conferences and outside events. During the summer months, the Director is assisted by Summer Conference Coordinators and Assistants. A summary of the Conference programs and positions follow:

- Summer Camps and Conferences range from athletic camps to professional educators seeking continuing education.
- Attendees range from age 8 to 80; we host approximately 25 to 30 programs each year.
- Total population served is over 8,000 per summer.
- Employment with the Conference Office should be viewed as an opportunity for summer employment, a learning experience, and an opportunity to be part of a team that is hardworking and fun.

For more information see our website at www.albright.edu/conferences

JOB SUMMARY
Conference staff will assist in all facets of the Conference program. Staff will be responsible for servicing the needs of conference groups and their participants. This will include administrative, clerical and physical operations necessary to provide support services to conference participants, and involvement in all phases of the conference program to include servicing general program preparation and operation, and servicing specific conferences through pre-conference preparation, during-conference services, and post-conference follow up.

ADDITIONAL INFORMATION FOR APPLICANTS

REQUIRED SKILLS
- Dependability and follow-through.
- Ability to accept direction.
- Administrative ability (details are very important).
- Punctuality
- Computer applications including MicroSoft Word and Excel.
- Enjoyment of working with people from all backgrounds.
- Above all, possess a willingness to work and learn, and be a part of the Conference Office team striving for a common goal.

COMMITMENTS
- Living on campus for the entire summer schedule and be on-call in your building between 11 p.m. and 7 a.m. when conferences are residing there.
- Orientation/staff training – mandatory for all summer staff to participate in and attend. These dates will be announced as early as possible.
- Attend and participate regularly scheduled staff meetings. These are required for ALL staff.
- Weekday, evening and weekend responsibilities - depending on conference schedule and assignments.
- Each employee is required to work 30 hours per week – some weeks will require additional shifts due to conference activity.

OTHER REQUIREMENTS
- Must currently reside in campus housing and have a current housing contract.
- Conference Assistants are required to have a 2.50 cumulative GPA.
- Conference Assistants must be approved by the Office of Community Standards and be in good standing with the office of Housing and Residential Learning.
- Completed application (see online form)
- On campus job interview.
- Three letters of reference (see online form).