Information Packet for
2014 Summer Conference Staff Positions

Dear Applicant:

Thank you for your interest in becoming a member of the Albright College Summer Conference Office. Please read the attached job description and duties prior to completing an application.

Your application should include a completed application form and three recommendations including:
   One (1) by a current Albright faculty
   One (1) by a current (or former) Albright faculty (or advisor)
   One (1) by a recent employer

The enclosed application and recommendations are to be returned no later than 12:00pm on Friday February 28th, 2014 through campus mail to:

   Lois Kubinak, CCEP
   Director of Camps and Conferences

Thank you for your interest.

Sincerely,

Lois Kubinak
**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, including administrative, clerical and physical operations necessary to provide support to conference participants, and involvement in all phases of the conference program.

Additional responsibilities include general program preparation and operation, servicing specific conferences through pre-conference preparation, during-conference services, and post-conference follow up.

**ALBRIGHT COLLEGE CONFERENCE OFFICE INFORMATION**

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 approximately 6,500 residential participants and over 20,000 total guests 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.

**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, Outlook 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 employment period 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 upon acceptance of position.
- Attend and participate regularly scheduled staff meetings. These are required whether you are working that day or not.
- 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.
- Staff can expect very limited time off, as camps reside on Albright's campus virtually the entire summer.
2014 Summer Conference Assistant Expectations

- To provide a model of service excellence to all members of the conferences office, internal customers, external customers and constituents of the college throughout the summer season.
- To keep a professional and respectable atmosphere (this includes both body language and verbal communication) with coworkers, as well as clients.
- To serve as liaisons to guests as the persons coordinating and channeling requests through proper college channels.
- To maintain a friendly and open relationship among fellow Conference Assistants, campus departments and personnel.
- To represent Albright College in the best possible manner.
- To set an excellent precedent and reputation for future conference operations.
- To maintain a good relationship between conference staff and guests.
- To treat every guest as a future investor, student or parent of the college and ensure each guest enjoys the best possible experience.
- To be accountable, reliable and dependable whenever called upon or needed.
- To act as a positive role model for younger guests.
- To communicate effectively and efficiently in a clear manner with all guests and college personnel.

Additionally, all Conferences Assistants must adhere to the following dress code:
- On check-in days, staff is expected to wear conference uniform polo shirt with khaki shorts containing pockets, name tag, and closed-toed shoes.
- On all other work days, staff t-shirt and shorts, slacks, or skirts are acceptable.

Section I: 2014 Summer Conference Staff Pre-Screening Questions

Applicants who do not meet pre-interview criteria will not be considered for an interview. Conference Assistants are required to have a 2.50 cumulative GPA, be in good standing with the Office of Community Standards as well the Office of Housing and Residential Learning, and live in college housing. Please check:

☐ Yes - I do give permission for my GPA to be checked to confirm my average
☐ No - I do not give permission for my GPA to be checked to confirm my average.

Conference Assistants must be approved by the Office of Community Standards and be in good standing with the office of Housing and Residential Learning. Please check:

☐ Yes - I do give permission for my discipline and housing records to be accessed.
☐ No - I do not give permission for my discipline and housing records to be accessed.

Section II: Applicant Information

Albright College
Summer Conference Office

Name: ____________________________  Cell #: ____________________________  Alternate#: ____________________________

Current Albright Class Year: ____________________________

Academic Major(s): ____________________________

E-mail Address: ____________________________

Hometown (City and State): ____________________________

High School(s): ____________________________

Current College Housing Assignment: ____________________________
Do you currently hold a housing RA position?  
Have you been selected for a future housing RA position?  

Is this your only summer employment:  
If not, please list other job commitments and expected schedule(s):

Will you be attending summer classes?  
If so, please list where, which classes and course time(s):

Section III: Short Essays

For the following questions, please provide a word-processed written response to each question in paragraph form and be prepared to elaborate on these during formal interviews.

1. Why are you applying for a position with the Conference and Event Services Office?
2. Describe any experience, skills or talents you have gained in previous employment positions or extracurricular activities that would pertain to the role of Conference and Event Services Assistant. (If you have a resume please attach to the back of this packet.)
3. Describe both your strengths and weaknesses and how they may apply to this position.
4. Describe the word flexibility in your own terms and how you believe flexibility relates to a Summer Conference and Event Services Assistant should act.
5. Of all the positions you have held either in campus leadership or employment, which one did you enjoy the most? The least? Explain.

Section IV: Recommendations

References: Three recommendations from college staff/faculty or recent employers must be submitted with this application. List below the three individuals who will be completing your recommendation forms. All forms should be returned directly to the Director of Camps and Conferences thru campus mail.

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Applicant Signature

I have read the job description and understand the responsibilities of the position. If selected for a position, I am willing to accept those responsibilities and to serve the entire work period. All of the information contained in this applicant packet is true and accurate.

Signature:  
Date:  
Recommendation Form  
for 2014 Summer Conference Assistants

Applicant: Please print your name in the blank and present this to each of your references.

(Applicant's name) _______________________________ is seeking a position on the 2014 Summer Conference Office staff. Your recommendation will help us make relative evaluations among candidates. Please respond to as many of the items as you can based on your knowledge of the applicant and return to the applicant so he/she may submit to the Director of Camps and Conferences thru campus mail. Please provide information that is accurate and as candid as possible. No application will be processed before all materials are received, so we appreciate your prompt attention to this recommendation. Thank you for your assistance.

Recommendations will be kept confidential.

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 (1) servicing general program preparation and operation, and (2) servicing specific camps and conferences—(a) pre-conference preparation, (b) during-conference services, and (c) post-conference setup.

Required skills:
• Dependability and follow-through.
• Ability to accept direction.
• Administrative ability (details are very important).
• Punctuality and accountability.
• Present a positive image on self and the College with a tidy appearance.
• Provide clear directions to guests at check-in, check-out and throughout their stay at the College.
• Enjoyment of working with people from all from all backgrounds.
• Ability to work independently with little supervision.
• Communicate effectively with conference groups.
• Possess a willingness to work and learn to be a part of the Summer Conference team striving toward a common goal of excellent customer service.
• Hold professionalism in the upmost highest regard to the reputation of Albright College.

Commitments:
• Attend and participate in pre-summer Orientation session and summer staff training.
• Reside on campus in summer conference housing and work a minimum of 30 hours per week, with some weeks requiring additional hours scheduled.
• Weekday, evening and weekend responsibilities depending on camp schedule and assignments.
• A multi-faceted job quick-paced work and excellent educational/learning experience.

I hereby recommend this individual (list student applicant) ________________________________ for a job in the Summer Conference Office for the 2014 summer.

Signature: ________________________________  Date: ____________

Position/Title: ________________________________

(Continued)
Reference: Please answer the following questions. Feel free to use additional pages as necessary.

How long have you known the applicant and in what capacity? ________________________________

How well do you know the applicant? (very well) 5---4---3---2---1 (not well) ______

How confident are you in evaluating the applicant? (very) 5---4---3---2---1 (not very) ______

Below, please rate the individual in the following categories with a check mark where appropriate.

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Based on your knowledge of the applicant, do you have any reservations about this person's suitability for appointment to a Conferences Office staff position? If yes, please explain:

____________________________________________________________________________________

Comments: ____________________________________________________________________________

Check the appropriate section below:

☐ Highly Recommend
☐ Recommend
☐ Recommend with reservations (please explain) _____________________________________________
☐ Do not recommend
☐ Other __________________________________________________________________________

Signature: __________________________________________________________________________

Date: ______________________________________________________________________________