Dear Applicant:

Thank you for your interest in becoming a member of the Albright College Summer Conference Office.

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 TOGETHER AS ONE COMPLETE PACKET no later than 12:00 p.m. on Wednesday March 11, 2015 through campus mail to:

Lois Kubinak, CCEP
Director of Conferences
Schumo Center Room 123

Sincerely,

Lois Kubinak, CCEP

ALBRIGHT COLLEGE CONFERENCE OFFICE

The Albright College Conference Office is under the direction of the Director of Conferences, who serves as the contact person and coordinator for all camps, conferences, and outside events. During the summer, the Director is assisted by Summer Conference Coordinators and Assistants. A summary of types of Summer Conference programs is below:

- Summer Camps and Conferences range from athletic camps to professional educational conferences with attendees ages 8 to 80.
- We host approximately 25 to 30 programs each summer.
- Total population served is over 8,000 per summer.
- Employment with the Summer 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.

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 including general program preparation and operation, pre-conference planning, during conference programs, and post-conference follow-up.

(Continued)
REQUIREMENTS

- Must currently reside in campus housing and have a current housing contract.
- Academic requirement of 2.50 cumulative GPA.
- Approval from Office of Community Standards.
- Be in good standing with the Office of Housing and Residential Learning.
- Completed job application and three references (attach recommendation forms to your application).
- Successfully complete individual interview and if selected, a group interview.

SUMMER CONFERENCE ASSISTANT EXPECTATIONS

- To provide a model of service excellence to all members of the conference office, internal customers, external customers and constituents of the college throughout the summer season.
- To coordinate and channel guests’ requests through proper college procedures.
- To represent Albright College in the best possible manner.
- To treat every guest as a future investor, student or parent of the college and ensure each guest enjoys the best possible experience.

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 in 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.

REQUIRED SKILLS

- Dependability and follow-through
- Ability to accept direction
- Administrative ability (details are very important)
- Punctuality and accountability
- Computer applications including Microsoft Word, Outlook and Excel
- Ability to work independently with little supervision
- Communicate effectively with conference groups
- Above all, possess a willingness to work and learn, and be a part of the Conference Office team striving for a common goal of excellent customer service.

(Continued)
APPLICATION FORM

Name: ____________________________________________________________

Cell #: ___________________________ Alternate#: _______________________

Current Albright Class Year: ___________________________________________

Academic Major(s): ___________________________________________________

E-mail Address: _______________________________________________________

Hometown (City and State): _____________________________________________

High School(s): _______________________________________________________

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. 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.

Current College Housing Assignment: ______________________________________

Is this your only summer employment: ______________________________________

If not, please list other job commitments and expected schedule(s):

_____________________________________________________________________

_____________________________________________________________________

Will you be attending summer classes?

_____________________________________________________________________

Short Essays

For the following questions, please provide a typed written response to each question in paragraph form and be prepared to elaborate on these during formal interviews. You should attach a printout with your written responses to the completed application form.

1. Why are you applying for a position with the Conference 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. (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 how a Summer Conference 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.

(Continued)
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: 

(Continued)
RECOMMENDATION FORM

Applicant: Please print your name in the blank and present a copy of this recommendation form to each of your references. Completed recommendation forms should be attached to your application form and submitted as an entire packet.

(Applicant's name) ____________________________ is seeking a position on the 2015 Summer Conference Office staff. Your recommendation will help us make relative evaluations among candidates. All applicants must submit their application materials no later than 12:00 p.m. on Wednesday March 11, 2015. Incomplete applications will not be accepted beyond that date.

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 general program preparation and operation and servicing specific camps and conferences.

Required Skills:
• Dependability and follow-through.
• Ability to accept direction.
• Administrative ability (details are very important).
• Punctuality and accountability.
• 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

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.

Please answer the following questions. Feel free to use additional pages as necessary.

How long have you know 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) _______

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

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<th>Category</th>
<th>Excellent</th>
<th>Good</th>
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Please check the appropriate section below:

- [ ] Highly Recommend
- [ ] Recommend
- [ ] Recommend with reservations
- [ ] Do not recommend

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:                                                                                                                                   

_________________________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________________________

Printed Name:                                                                                                                                     

Position:                                                                                                                                             

Contact Information:                                                                                                                                          

Signature:                                                                                                                                            

Date:                                                                                                                                                    