

Wittenberg University
Student Employee Position Description Form

Department:	Summer Conferences
Position Title:	Summer Conference Manager
Number of positions filled annually:	10-14
Account Number:	1-88029
Start Date:	5/16 (typically right around commencement)
End Date:	8/14 (Friday before Welcome Week)
Hours per week:	20-37.5 per employee
Hourly Rate:	\$8.85
Can Student be re-hired:	Yes
If yes, by what process:	Submitting Application, Attending Info Session, Attending Interview
Student Supervision of others (if any):	Yes
If yes, how many staff:	11-14
Position Supervisor:	Designated Residence Life Professional Staff
Supervisor title:	Area Coordinator
Duties and Responsibilities of position: (Please number)	<ol style="list-style-type: none"> 1. Day to day support of Summer Conferences and Camps 2. Be the "go to" person for questions, comments, concerns while on-duty in evening 3. Responsible for closing Student Center at end of business day 4. General responsibility for organization/function of SC staff 5. Produce weekly schedule for employees 6. Work with 25Live to approve meetings/events in Director's absence 7. Meet with clients/visitors and other Witt employees to discuss camp details in absence of Director 8. Hall Preps and Clean Ups 9. Camp check-ins and check-outs 10. Staffing Student Center, Mail Room, Games Room, as needed 11. Office duties as needed (filing, organizing supplies, inventory, etc.) 12. Catering shifts 13. Key inventory, daily 14. Linen dispersal 15. Distribute Upward Bound Stipends 16. Manager On Duty shifts in dorms 17. Other duties as assigned

<p>Qualifications needed for position: (Please number)</p>	<ol style="list-style-type: none"> 1. Must be self-starter 2. Able to work independently without much supervision 3. Attention to detail 4. Flexibility with schedule 5. Strong organizational skills 6. Computer skills-Power Point, Word, Excel 7. Certified Driver 8. Must be personable and able to get along with many different types of personalities. 9. Excellent administrative and communication skills 10. An ability and willingness for peer accountability and teamwork delegation
<p>Describe the interview/application process:</p>	<p>The application is available on-line on the Wittenberg Student Employment webpage beginning March 20th. The application describes the process, including deadlines for applications, info session dates, interview times, when they will be notified.</p>
<p>Describe how job contributes to departmental functions or operations (Please number):</p>	<ol style="list-style-type: none"> 1. Helps to support University summer camps and conferences. 2. Day to day support of Summer Conferences and Camps. 3. Hall Preps and Clean Ups 4. Camp Check ins and outs 5. Staffing Student Center, Mail Room, Games Room, as needed 6. Office duties as needed (filing, organizing supplies, inventory, etc.) 7. Key inventory, daily 8. Linen dispersal 9. Catering Shifts 10. Distribute Upward Bound Stipends 11. Manager On Duty shifts in dorms
<p>Describe how job contributes to university mission and student learning:</p>	<p>This position helps promote wholeness of person. They are given the opportunity to hone their people skills, organization and time management skills. They are given the opportunity to work with prospective students. Great networking opportunities. This position mirrors a “real” job, more so than many of the campus jobs during the school year. Students are expected to work longer hours, dress and act professionally, and are empowered to make decisions.</p>