

CONFERENCE ASSISTANT RESPONSIBILITIES AND REQUIREMENTS

For the remuneration as agreed upon below, all summer Conference Assistants shall:

- Represent the college in a positive and professional manner.
- Assist all summer residents and campers.
- Attend all training sessions and have a working knowledge of the summer programs.
- Maintain key, card access, and simplex code security
- Carry out all emergency/safety procedures and handle problems in a rational manner.
- Assist in the training of new student staff members.
- Report to and meet with the Director or designated supervisors as needed.
- Schedule secondary jobs appropriately – they may not conflict with duties at the college.
- Adhere to college policies as stated in the SUNY Oneonta Handbook and in the Residence Hall License Agreement – understand that a violation of any of these policies may result in immediate probation or possible termination.
- Day time and night time office coverage including weekends.
- On-duty responsibilities as assigned.
- Manage the operations of office and camp facilities in the absence of professional staff.
- Adhere to procedures and rules regarding office etiquette, dress, and use of equipment.
- Perform desk tasks and duties as scheduled.
- Inspect all facilities to ensure a tidy appearance; report any necessary repairs.
- Conduct as needed, inventory of supplies, keys, etc.
- Serve as reference person for walk-ins, camp visitors, and callers.
- Perform check-in and check-out duties: keys, paperwork, room inspections.
- Respond appropriately to needs and concerns of visitors and lodgers.
- Inspect and secure the residence halls at nightly closing, per duty schedule.
- Help prepare bedding and linens for our guests.
- Communicate regularly with staff; submit reports and necessary follow-up.
- Outdoor work: fill sandbags, paint fences, and weed baseball field when necessary.
- Assist in the Morris Conference Center or campus mailroom when needed.
- Other duties as assigned

LIVING ON CAMPUS

Mail:

All mail should be sent to you: c/o Conference Assistant, Higgins Hall SUNY Oneonta, Oneonta, NY 13820.

Phone:

-Your remuneration includes a phone line with voice mail and call waiting,
TV/Video/Wi-Fi/Computer hookup (but no cable wire).

- You must provide your own phone. When on duty, you should be using the duty cell phone 607-643-6262 or another phone that is assigned.

Safety Requirements and College Regulations:

Conference Assistants are required to read and follow the residence hall license guidelines, summarized in the Residence Hall License Agreement. Conference Assistants must also comply with the terms and conditions as stated in the Student Handbook.

Your Room and Guidelines:

- Each room is equipped with a desk, chair, floor lamp, night stand, twin bed, window blinds.
- You must provide your own sheets, pillows, blankets, mattress pads, spreads, towels, and carpet.
- You are responsible for proper maintenance and care of all college property.
- Unusual damages will result in charges to you.
- No one else is to take up residence in your room.
- Overnight guests are permitted on a reasonable basis but not to exceed two consecutive nights. Conference Assistants are not to distribute keys or access cards to their guests.
- Parties, alcohol and smoking are prohibited everywhere within the residence halls.
- Commercial business or sales/solicitations are not to be conducted from the residence or anywhere on campus.
- Residents and their guests may not disturb the comfort, safety, quiet or quality of life for the others within the residence hall.

Keys:

You may not give your keys to anyone. Lost keys must be reported immediately. Violations may result in immediate termination. You are liable for replacement costs as stated in the college key policy.

AT YOUR APPOINTMENT, this document should not be construed to imply binding assurance of employment, as this appointment and subsequent employment is subject to periodic performance evaluations. Failure to meet job responsibilities and communal living expectations will result in termination. Conference Assistants will forfeit their appointment if their GPA drops to less than 2.0. If a Conference Assistant ceases to be a student for any reason including a leave of absence, study abroad or illness, she/he will have canceled his/her agreement. She/he forfeits the on-campus residence and must vacate the building and surrender keys in three days or less. **Shift schedules will be absorbed by remaining Conference Assistants until a replacement manager arrives.**

WHILE IN RESIDENCE:

Life-style actions that interfere with or diminish the quality of life for others will not be tolerated. Unacceptable behavior and failure to respect the quiet and privacy rights of others will result in termination. Terminated Conference Assistants, for whatever reason they are terminated, will be given up to three days to find alternative housing, and will immediately surrender all privileges and building keys, with the exception of their room key until they vacate. If allowed to continue in residence beyond the three days, anywhere within the residence hall, the student will pay SUNY Oneonta the value of the room fees, prorated, per the current residence hall rates.

Remuneration per summer:

Single occupancy in a room plus TV/Video/Wi-Fi/Computer hookup for summer.

A minimum of \$9.75 hourly rate while working for summer programs. Conference Assistants will be guaranteed between 8-29 hours each week while on contract.

The undersigned agrees to adhere to the responsibilities of, and to meet the expectations for, a Conference Assistant position and understands that the management of the Summer Programs reserves the right to alter these responsibilities at any time if the need should arise.

Appointment begins May 15, 2017 and ends on August 13, 2017.

Conference Assistant date

Assistant Director of Business Services date

FEB 2017