Conference Operation Assistant

General Summary
The University of Colorado Boulder Conference Services (CUCS) offers students an opportunity to learn how to plan and organize conferences and events at one of the leading university conference operations in the country. CUCS creates value-driven experiences that drive positive impressions for the University, our clients, and the participants of these events.

The position starts in the spring semester by attending monthly trainings. Hours will increase during May, June, and July up to 30-40 hours per week. The position end date is August, though the exact date is to be determined and may be extended based on need.

General Purpose:
Responsible for carrying out services as directed by professional staff of the office of CU Conference Services during summer operations. This person has excellent customer service skills and work well independently as well as on a team. They will assist Conf. Coordinators and Coordinator Assistants in preparation and execution of services for camps and conferences to include: delivering & setting up tables, chairs, equipment; monitoring of food and beverage, audio visual equipment, transportation, etc.; assisting with registration and housing check-in/out; staffing conference office, and responsible for take-down of equipment and post clean-up. Ability to troubleshoot audio visual equipment is desirable. Second jobs & classes are generally not allowed and must be approved in advance.

Requirement: A valid driver’s license and successful background check are mandatory. Physically demanding, must be able to lift up to 50 lbs.

Note: Second jobs & classes are generally not allowed in the Summer Semester and must be approved in advance.

Professional Development Opportunities
- Attend a bimonthly speaker professional development speaker series (May – August)
- Meet with HDS stakeholders and campus partners identified as interest areas

Qualifications & Skills
- A demonstrated interest in customer service and conference and event management
- A high level of maturity and professional conduct
- Ability to work independently with little supervision, handling multiple deadlines and projects
- Task and detail oriented
- Enjoys working in a diverse, professional environment
- Ability to lift up to 50 lbs. occasionally
- 30-40 working hours Monday-Friday (Summer Season, May-August)
- Weekend and evening hours are required as necessary
- A valid driver’s license and successful background check are mandatory for this position
- Must be a currently enrolled University of Colorado student in good standing
  - Must be a student during the Fall of 2016
Remuneration
The CUCS Conference Operations Assistant starts at $9.55 per hour. These hours are not to exceed 50 hours over a two week pay period during the spring semester and not to exceed 80 hours over a two week pay period during the summer semester. Hours will flex from week to week based on conference and office needs.

Application Procedures
Submit a resume and custom cover letter to explain your interest in the position through eRezlife system by January 20, 2016 by 5pm (MST).

Questions may be directed to Andrea Kragerud, Assistant Director of Conference Operations: (303) 492-5151 or andrea.kragerud@colorado.edu. Interviews will be scheduled for later in January.