

# Conference Assistant

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## Summary

As a paid employee, this position is part of the CU Conference Services (CUCS) team during the academic and summer months, working under the supervision of the Assistant Director of Conference Management, as well as working with all other CUCS professional staff, clients, and conference groups.

The Conference Assistant is responsible for completing tasks that assist the day-to-day office in coordinating conferences and events. This front-line position is often the first point of contact for clients and guests. The successful candidate will gain experience in conference planning, customer service, communications, teamwork, registration, logistics, and financial management.

## Job Duties

- Staff the office front desk, answer the phone, greet guests, and run errands.
- Respond to e-mails & phone messages; manage tasks in the office's primary software program.
- Assist with conference and housing registrations.
- Support the planning and execution of all aspects of conference logistics (meeting space, catering, transportation, special events, parking, etc.).
- Assist with on-site conference logistics and the execution of conference events.
- Manage pickup and delivery of conference group housing and dining cards.
- Graphic design work and directional sign production.

## Required Qualifications

- 5-10 hours a week during the academic year (based on availability) and up to 35-40 hours a week in the summer. Taking classes or having additional jobs will not be permitted in the summer.
- A valid driver's license and successful background check.
- Must be a currently enrolled University of Colorado student in good standing. To work in the summer, must be an enrolled University of Colorado student for the following fall semester.
- Ability to lift up to 40 lbs. occasionally.

## Preferred Qualifications & Skills

- A demonstrated interest in customer service and conference and event management.
- Ability to work independently with little supervision, handling multiple deadlines and projects.
- Skills in planning, organizing, problem solving, managing multiple tasks, and attention to detail.

## Remuneration

The Conference Assistant earns \$10.55 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. Hours will flex from week to week based on conference and office needs.

## Application Procedures

To apply for this position, please visit <https://confreg.colorado.edu/JoinOurTeam>. Once you submit your application form, please send your resume and cover letter to [conferences@colorado.edu](mailto:conferences@colorado.edu). The deadline for applications is Friday, February 10, 2017. Questions? Please contact CU Conference Services at [conferences@colorado.edu](mailto:conferences@colorado.edu) or 303-492-5151.