



Office of Residence Life
Summer Conference Assistant - Position Description
Summer 2025

Position Summary

The Summer Conference Assistant is a vital part of Residence Life Camps and Conference operations. Each summer, UWL hosts many guests. They handle a wide range of tasks all centered on providing hospitality to our conference guests, campers, and summer students. The Summer Conference Assistant works with other Residence Life student staff and professional staff under the direction of the Residence Life professional staff assigned to manage camps and conferences. Responsibilities may require the ability to repeatedly lift a minimum of 50 lbs.

Specific duties

- Participate in training and work during the week following the end of the academic spring semester.
- Attend daily meetings with supervisors to discuss incoming groups and their specific requirements.
- Complete daily work assignments.
- Work with a team in preparing the residence halls for each conference arrival and departure. Oversee check-ins and checkouts with keys and linens, etc.
- Manage conference linens, including loading and unloading of linen deliveries, organizing, storing, and taking inventory.
- Clean and prepare rooms for conference guests with linens and amenities, and general cleaning.
- Report maintenance problems.
- Collect and process lost and found articles from conference groups.
- Deliver and remove fans, pillows, refrigerators, and extra beds to/from rooms as needed.
- Work shifts will include mornings, evenings, and weekends, in addition to participating in a duty (rounds) rotation.
- Work at the front desk for guest services in Eagle and Reuter Hall.
- Work shifts in the Eagle Mail Center. This includes collecting mail in the garage, processing envelopes and packages in StarRez, and providing customer service to students and guests.
- May be requested to assist in covering the reception desk at the Office of Residence Life.
- Serve in a duty position for emergency response for specific camps and conferences.
- Any other duties assigned by the Coordinator for Conference Services, or other Residence Life staff.

General qualifications and eligibility

The requirements for this position make it difficult to take classes in the summer. Preference in hiring will be given to applicants who are not taking summer classes (online classes may be okay). To be eligible for consideration, Summer Conference Assistant candidates must meet the following criteria:

- Be available to work from May 19, 2025 through August 18, 2025.
 - Fall 2025 residence hall staff will be released early for training.
- Be an enrolled student at a UW System school

- Be in good conduct standing at UWL
- Have a minimum cumulative GPA of 2.5
- Exhibit a solid work ethic
- Be able to work well with other people
- Demonstrate ability to work independently of a supervisor
- Have general knowledge of Residence Life
- Possess good leadership, communication, organizational, and time management skills
- Preference will be given to applicants with some Residence Life position experience (Desk Assistant, Resident Assistant, Senior Staff, Custodial Assistant, Eagle Mail Center Assistant).
- 35-40 hours per week is possible at the beginning of summer when staff is preparing and hosting WIAA state track however these hours are not guaranteed. An average of 20 hours per week is more typical for Summer Conference Assistants, depending on the number of camps and conferences scheduled.
- Summer Conference Assistants must be able to work through the entire employment period.
- You may have other employment outside of UWL, if approved by your supervisor. Hours scheduled for the Summer Conference Assistant position need to take priority over outside employment.
- Work will continue after the closure of summer conferences to prepare residence halls for the return of students for the academic year.

Previous employment in any summer conference position does not guarantee future employment in the same position or any Residence Life position.

Employees will not be released from their summer employment agreement unless they are fall residence hall staff who must leave early for student staff training.

Pay rate

Compensation for work performed will be \$13 per hour.

Housing

A single room in a 4-person Reuter Hall air-conditioned apartment is provided. Performance and attendance conditions must be met.

Contract period

The dates of employment are May 19, 2025 through August 18, 2025.