Summer 2019
Conference Staff
Information Session Packet

Applications are due by 11:59pm on
Sunday, February 17th, 2019

If you have any questions, please call (217) 333-1766
or e-mail conference@illinois.edu
Summer Conference Positions

Please read the below brief descriptions as well as the detailed job descriptions for each position before completing the position area of the application. Detailed job descriptions can be found at [www.housing.illinois.edu/csejobs](http://www.housing.illinois.edu/csejobs). Please only apply for the position(s) that suite your experience.

If you currently hold a position within University Housing and are dismissed/terminated from that position, future employment opportunities with Conferences & Special Events may be reconsidered and reviewed. Additionally if you are employed by Conferences & Special Events and are dismissed/terminated from your position your current and future employment with other University Housing departments may be reconsidered and reviewed.

*All positions with The Office of Conferences & Special Events are security sensitive.

**Positions:**

**Conference Clerks:**
Conference Clerks are summer employees of the Office of Conferences & Special Events. The duties for a Conference Clerk vary depending on the shift and the hall assigned during that shift. Duties include checking individual guests in and out at the front desk, giving directions to guests, data entry, selling meal tickets and parking passes, and shifts for large groups for check in/outs. Conference Clerks could also be scheduled to work shifts based around miscellaneous major tasks that need to be completed. Conference Clerks are permitted to enroll in one summer course per summer session. If Conference Clerks enroll in a class, they will only be able to work 25 hours a week per University of Illinois policy. Staff interested in working more than 25 hours, may not enroll in classes. This position may have hours scheduled during the week but also on the weekends. The Conference Clerk schedule will vary each week and Conference Clerks will be notified of their schedules every 2 weeks. Compensation for this position includes $8.50 per hour plus a room for the summer and the option to purchase meals at a discounted rate. A total of 14-18 Conference Clerks will be hired.

**Conference Clerk Shifts:**
Conference Clerk shift times for working at the desk are listed below. Check in/out shifts, key inventories and other shifts will vary.

- 1st shift: 7am – 11am
- 2nd shift: 11am – 3pm
- 3rd shift: 3pm – 7pm
- 4th shift: 7pm – 11pm
- Overnight shift: 11pm – 7am
  - Students can apply for this shift specifically. All other shifts will be scheduled based on preference and availability.
**Senior Clerks:**
Summer Conference Senior Clerks are full time summer employees of the Office of Conferences & Special Events. They act as an on-site advisor to the clerk staff, a security presence in the building, as well as the contact between the front desk staff, Conference Coordinators, and Conferences and Special Event’s office. The Senior Conference Clerk position is designed to provide additional supervision, training and support to the Conference Clerk staff. There are 2 shifts per day: 7:00 a.m. to 3:00pm and 3:00pm to 11:00pm. The Senior Clerk is on duty for up to five days a week at a rate of $9.50 per hour. A room for the summer is also included as well as the option to purchase meals at a discounted rate. Work weeks are Sunday through Saturday. Senior Clerks may not be enrolled in ANY classes during the summer of their employment. Six Senior Clerks will be hired.

**Office Assistant:**
The Summer Conference Office Assistant (OA) is a full time summer employee of the Office of Conferences & Special Events working between 20 and 40 hours per week. The OAs work closely with Conference Coordinators to prepare conference binders and conference cards for incoming groups. The OAs deliver correspondence items, assist with data entry and the staff schedule. The OAs assist in managing parking permits. The OAs will travel daily to the halls to pick up and drop off items. Office Assistant hours vary but are typically set between 8:30 a.m. and 5:00 p.m. Monday through Friday. Weekend and evening hours may be necessary depending on projects assigned. Compensation for this position includes $11.00 an hour plus a room for the summer and the option to purchase meals at a discounted rate. The Office Assistant may not be enrolled in ANY classes during the summer of their employment. Two Office Assistants will be hired. A driver’s license is required for this position.

**Conference Coordinators:**
Summer Conference Coordinators are full time summer employees of the Office of Conferences & Special Events working between 35 and 40 hours per week. Conference Coordinators act as a direct representative of the Office of Conferences and Special Events to conference sponsors, support staff, University Dining, Housing Facilities, Campus Recreation, and other University departments. Summer Conference Coordinators are responsible for organizing housing, food service, and meeting space for conferences and camps and reports directly to the Coordinator of Conferences & Special Events. This position helps to supervise the Senior Clerks and Conference Clerks. Compensation for this position includes $12.50 per hour plus a room for the summer and the option to purchase meals at a discounted rate. Conference Coordinators may not be enrolled in ANY classes during the summer of their employment. Three Conference Coordinators will be hired.
Full time Conference Clerks, Senior Clerks, and Conference Coordinators are not permitted to work any additional University positions while working for the Office of Conferences & Special Events.

Conference Clerks are permitted to work other University positions as long as the combined hours of all positions do not exceed 40 hours per week. If combined hours are over 25 hours per week, Conference Clerks may not enroll in classes. Conference Clerks must work a minimum of 15 hours a week when available. Please talk to Dana DeCair if you expect to work more than one University position. A work week is Sunday through Saturday.

Frequently Asked Questions

Q: How do I apply?
A: Please use this link and log in: https://web.housing.illinois.edu/HESStudentPortal
Applications are due no later than Sunday, February 17th by 11:59pm. Please fill out the application completely. We will contact qualified applicants in late-February to set up an interview. Applications will not be considered after 11:59pm on Sunday February 17th, 2018.

Q: What is the hiring process?
A: After applications are reviewed interviews will be extended to qualified applicants. After interviews we will send a Contingent Offer email to applicants that we are interested in hiring. The Contingent Offer email will outline the background check process. Applicants must complete and pass their background check in order to be offered a position. When the results of the background checks are received official offers will be extended.

Q: Who is eligible to work for Conferences & Special Events?
A: In order to be eligible to work for Conferences & Special Events applicants must be University of Illinois students who are enrolled in 6 credit hours of undergraduate courses in the Spring semester or pre-registered for 6 credit hours of undergraduate courses for the upcoming Fall semester. Students who are enrolled in graduate programs are also eligible to apply.

Undergraduate students graduating in May are eligible to work in the summer until the first pay period of the Fall Semester. Graduate students graduating in May are not eligible to work in the summer.

Q: Will my schedule allow me to take summer classes?
A: Part time Conference Conference Clerks are permitted to take one course during Summer Session I and one course during Summer Session II. NO EXCEPTIONS. Per University policy, students may not work more than 25 hours a week if enrolled in classes. If Conference Clerks enroll in another university for
summer classes (i.e. – Parkland), the limit for hours is 40 per week. Full time Conference Clerks, Senior Clerks, and Conference Coordinators are not permitted to take any summer classes.

Q: When is training?
A: Training for Senior Clerks, Coordinators and Office Assistants will be held Monday, May 13 through Wednesday, May 15 from 8:30 a.m. to 5:00 p.m. each day in the Student Dining and Residential Programs Building. Training for Conference Clerks, Senior Conference Clerks, Coordinators, and Office Assistants will be held Monday, May 20 through Tuesday, May 22 from 8:30 a.m. to 5:00 p.m. each day in the Student Dining and Residential Programs Building. A detailed training schedule including training locations outside of the Student Dining and Residential Programs Building will be provided on the first day of training.

Q: What happens if I need to miss a training session because of class?
A: Class is the only excused absence from training. You will need to notify the Conferences and Special Events office at conference@illinois.edu if you will need to miss a portion of training due to a Summer Session I class. You must attend a make-up training session before you will be allowed to work your first shift.

Q: What if I need to take a day off during the summer?
A: You will be asked to indicate day(s) you will be unavailable to work during your interview. After requested day(s) have been received and approved, each staff member will be allowed to trade up to five shifts during the summer. Each person is responsible for ensuring that any shift he/she cannot work is filled by a fellow staff member. There are certain dates during the summer when days off will not be approved. When considering time off requests please keep in mind that the position only lasts for three months. Excessive time off requests will not be approved.

Q: Which Buildings that will be open for the summer?
A: At this time we anticipate opening the below buildings for the summer conference season:
Bousfield Hall
Florida Avenue Residence Hall
Hopkins Hall
Nugent Hall
Pennsylvania Avenue Residence Hall
Scott Hall
Snyder Hall
Student Dining and Residential Programs Building
Wassaja Hall
Weston Hall