

CONFERENCE ASSISTANT

The Office of Conference Services operates the Summer Conference Housing Program, hosting over 11,000 overnight guests in Boston University residence halls. Many of these guests attend multi-day or long-term conferences and seminars on campus. These programs require the services of a dedicated Conference Assistant to provide the required attention and management of all program aspects. The Conference Assistant will work daily with the long-term programs during their stay to ensure that all needs are being met.

Principal Duties:

- Serve as a direct Conference Services liaison to multiple long-term residential conference programs.
- Provide on-site event management at weekly social functions.
- Verify on-time and accurate delivery of food and beverages at catered events.
- Ensure all conference and meeting locations are set and prepared according to the conference requirements.
- Respond to all needs and requests of conference program clients.
- Other related duties as required or assigned.

Secondary Duties:

- Assist the Conference Services team with conference and special event management.
- Produce instructional paperwork to communicate event parameters and logistics to service departments.
- Residence hall Front Desk coverage during peak periods.
- Provide support to student supervisory staff including residence hall key management.
- Office work to include phone coverage, filing, and related duties as necessary.

Qualifications:

- Must be a Boston University student enrolled in the Fall 2009 semester.
- All majors accepted; previous hospitality experience preferred.
- Availability to work a flexible and varied schedule, including early mornings, late nights, weekends, and holidays.
- Must be highly motivated and able to work independently.
- Must have superb communication skills and strong analytical and problem solving abilities.
- The successful candidate should be responsible and dependable.

Important Information:

The Conference Assistant reports directly to the Manager of Conference Operations and the Associate Director of Conference Services. This position runs from approximately May 4 – August 28, 2009, and provides on-campus housing as part of the compensation package. The position is full-time (30 – 40 hours per week) and will require early mornings, late nights, weekends, and holiday work. The starting salary is \$9.25 per hour. The Conference Assistant will be exposed to the inner-workings of a university conference services office and will gain valuable hands-on experience in event coordination and management. Candidates interested in careers encompassing event planning and/or hospitality management are encouraged to apply. This is an evolving position and responsibilities may shift over time.

To apply, send a resume, two letters of recommendation (one must be from a current or previous employer), a brief letter of interest detailing why you are interested in becoming the Conference Assistant for the Office of Conference Services, and a completed application. All materials should be submitted to:

Boston University Conference Services
Attn: Andrew Vigue
225 Bay State Road
Boston, MA 02215

For more information, please call 617-353-3520
or e-mail avigue@bu.edu.