



NOTRE DAME OF MARYLAND UNIVERSITY

Conference Services & Special Events

Summer Conference Crew Job Description 2021

Immediate Supervisor:

Summer Programs & Events Manager, Director of Conferences Services, Respective Graduate Residence Coordinator, Director of Housing & Residence Life

General Function:

The Summer 2021 Conference Crew member (Summer CC) is a seasonal position that functions in collaboration with both Residence Life and Conference Services. The Summer CC serves as a positive role model to external/ internal groups and peer staff members. The Summer CC enforces the rules and policies of Summer Conference/Camp Housing & Residence Life and Notre Dame of Maryland University. The Summer CC acts as a liaison between external/internal groups and University administration.

The Summer CC position begins on Monday, May 23, 2021 and ends no later than Friday, August 20, 2021. A Summer CC is hired for a complete summer term.

Minimum Acceptable Qualifications:

- ***Academic***

At the time of application, the candidate must have sophomore status at Notre Dame of Maryland and a NDMU GPA of 2.5.

Special Note: Applicants with a cumulative GPA of less than 2.5, may request permission to apply from the Summer Programs and Events Manager. These applicants will not be considered during the initial hiring process but may remain in the candidate pool for future consideration.

- ***University Residence Life Experience***

Prior on-campus living experience preferred but not required.

- ***Knowledge, Skills, and Abilities***

Applicants must show knowledge of the University and/or the residence hall system, of University and Residence Life policies and procedures. Applicants must also have the following abilities: to communicate well in group and individual situations; to establish rapport with a wide variety of people; and to quickly evaluate crisis situations and respond appropriately.

- **All Summer Conference Crew members are required to live on campus for the duration of their contract**

Required Duties and Responsibilities

General Needs

- Attend and participate in weekly staff meetings with Conference Services Team
- Assist in the supervision of the residence hall, responding to all requests and emergencies during duty hours.
- Assist in Conference management while external groups are on campus
- Perform daily and weekend duty and responsibilities.

- Attend and participate in staff training sessions held prior to the beginning of the season:
 - Move-In- May 23, 2021 1PM-3PM,
 - Wednesday, May 26, 2021- 9AM – 4PM,
- Contact the appropriate Residence Life administrator and Conference Services administrator on behalf of residents regarding issues of concern.
- Be available to residents on a daily basis.
- Attend all scheduled in-services offered during non-meeting times.
- Attend scheduled one-on-one meetings.
- Attend recommended professional development opportunities.
- Provide staff supervision in the Doyle Dining Hall while external camps are eating on campus.
- Perform other tasks as assigned.

Community Development Needs

- Design and construct door decorations for each overnight conference/camp group.
- Relate well to individuals of all ethnic, racial, cultural, and religious backgrounds, encouraging better understanding of cultural diversity and individual differences on the floor and in the residence hall.
- Respond to all witnessed violations of Residence Life and University policies occurring within any NDMU residence hall.
- Prepare and submit the appropriate report to the Graduate Residence Coordinator, Summer Programs & Events Manager, Director of Housing & Residence Life, Director of Special Events, and/or Associate Vice President of the Division of Student Life, within 24 hours.

Administrative Needs, Overnight/Residence Halls

- Actively inform residents of pertinent University information.
- Assist, as requested, in the handling of all emergency situations (e.g., fire, health, safety).
- Assist in the check-in and check-out of external rental groups, requiring time prior to arrival on/ departure from campus.
- Prepare keys and swipe cards for group arrival. Audit of all keys and swipe cards after departure.
- Receive and promptly process requests for maintenance repairs and custodial needs received from groups.
- Assess the physical condition of rooms before and after occupancy, preparing and filing the appropriate form with the immediate supervisor for damage billing needs, in a within 12 hours of group departure.
- Interpret and disseminate to the residents' information/directives from Housing & Residence Life and Conference Services.

Administrative Needs, Day Camps/Event Support

- Assist Conference Services staff with on-site group management
 - o Including, but not limited to: daily check-ins with external groups, large event management, event setup/teardown (if needed).
- Each Summer CC will work 2-5 hours per week to assist the Conference Services office with administrative tasks.
- Assist with Camp Notre Dame as needed/assigned.

On-duty needs

- SCCs respond to lockouts, emergency situations, and policy violations.
- SCCs work the Meletia Hall Desk while on duty Sunday- Saturday 7PM-9PM
- SCCs are required to work during University break periods:
 - Memorial Day
 - Independence Day
 - Other University times when campus is closed for emergency or weather
- Monitor residence hall conditions and fill out maintenance and custodial orders as necessary.
- Note: Being on-duty is an ideal time to be visible throughout the residence hall
- Regular communication with professional-on-duty administrator, and immediate Residence Life staff [as needed].

Compensation:

- Room and board cost covered by Housing & Residence Life and Conference Services.
 - o Summer CC will be able to eat for free in the dining hall during open summer hours
 - o When the dining hall is closed the SCC will be expected to take care of their own meals.
- Summer CC will receive \$50/week.

Employment begins at a time designated by the Director of Residence Life/ Summer Programs & Events Manager and is a seasonal contract. Job performance will determine if you are requested to return for the following semester. Employment for subsequent years occurs through a re-application process and is contingent upon previous job performance. Reemployment is not guaranteed.

*If the university decides to cancel in-person residential summer programming for 2021 due to the COVID19 pandemic and CDC guidelines, unfortunately we will not be able to extend an offer of employment. If an offer is extended, the office of Conference Services will contact you individually.

Release of education information

As part of the verification of enrollment and that the GPA standards and Disciplinary Standards are met, I certify that I agree to disclose my educational records to the Division of Student Life and Division of Finance. I agree to disclose these records only to determine my eligibility for continued employment, for evaluation of school and department academic success, and for awards and recognition programs highlighting Resident Advisor academic success. This consent shall remain in effect as long as any issues regarding the purposes above exist.

In addition, The Division of Student Life and the Office of Conference Services can use photos of the Summer Conference Crew in Notre Dame of Maryland University publications and webpages to generally promote initiatives, events, activities, and programs.

Contract Review and clarification can be provided upon request.

I have read and understand the responsibilities and expectations of the SCC position. I agree to abide by all University policies and procedures and to fulfill the aforementioned duties and expectations. Contract may be subject to change with advanced notice, based on budgetary constraints or divisional assessment and need.

If a Summer CC resigns before the end of the employment dates, a letter explaining the circumstance will be kept in the Summer CCs permanent employment file in Human Resources.

Summer Conference Crew Member

[print legibly]: _____
Name [Print] [Signature] [Date]

Supervisor

[print legibly]: _____
Name [Print] [Signature] [Date]