



DIVISION OF
STUDENT AFFAIRS
CONFERENCES & VISITOR SERVICES

Position Description for **National History Day Assistant**

Reports To	Hospitality Supervisor
Period of Employment	June 3 – 16, 2024
Hours	Various. Some night, weekend and on call hours.
Compensation	\$15.00 per hour
Requirements	Must be a University of Maryland student and in good standing with the university and all of its policies.

National History Day is a contest where elementary and secondary school students choose historical topics related to a theme and conduct extensive research through libraries, archives, museums, oral history interviews and historic sites. After analyzing and interpreting their sources and drawing conclusions about their topics' significance in history, students present their work in original papers, websites, exhibits, performances and documentaries. These products are entered into competitions in the spring at local, state, and national levels where they are evaluated by professional historians and educators. The program culminates in the National Contest each June held at the University of Maryland at College Park where we are excited to host over 5,000 guests from the United States and numerous countries.

We are looking for enthusiastic and customer service oriented individuals to help welcome and engage our guests during their stay on campus. All of the National History Day Assistant positions are full time shift work and employees must be able to provide their own transportation to UMD to work mornings, afternoons, nights, and weekends. Your schedule is flexible enough to maneuver around summer classes. Candidates should possess a familiarity with the University of Maryland and the surrounding area to assist guests with any questions they may have. On campus housing is **NOT** provided with this position.

Hospitality Tasks:

1. Supervise competition sites, events, and social functions.
2. Work at information desks and other information locations, including shuttle stops, pedestrian traffic routes, and major venues.
3. Work at registration and at residence hall desks, as well as any of the functions of the Desk Assistant (See Desk Assistant Job Description).
4. Assist with the handling, storage, and supervision of competition materials (props).
5. Assist with the prepping and pulling of linen in the residence halls.
6. Contribute to an inclusive and equitable working environment.