



DIVISION OF
STUDENT AFFAIRS
CONFERENCES & VISITOR SERVICES

Position Description for **Night Assistant**

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| Reports To | Hospitality Supervisor |
| Period of Employment | May through August |
| Hours | Various hours during the summer fluctuating between 30-40 hr/wk (full-time). Overtime may be required during peak occupancy. |
| Compensation | \$15.00 per hour plus summer housing |
| Requirements | Students must be in good standing with the university and all of its policies and possess a valid driver's license with fewer than 5 points. |

The Night Assistant (NA) is responsible for transporting assistants to and from the summer conference hospitality desks during the hours of 12 am to 8 am. Night Assistants will also work at the summer conference hospitality desks in the residence halls on campus. When occupied, the desks operate 24 hours a day and the NA is responsible for all tasks associated with the desk and will also work occasional service shifts. Some weekend, night, and overtime work will be required. Conferences & Visitor Services is an equal opportunity/affirmative action employer, all qualified applicants will receive consideration for employment.

Learning Outcomes:

At the completion of training and working with Conferences & Visitor Services, our student assistants will receive a good rating in the following performance factors:

- Exhibiting communication skills through internal and external interaction, body language, and word choice.
- Displaying competence through prioritizing, knowledge of C&VS policies, attention to detail, and job specific responsibilities.
- Demonstrating critical thinking skills by being resourceful, solving problems, and remaining aware and adaptable.
- Showing professionalism through teamwork, being accountable, receiving feedback, and maintaining an appropriate appearance.

Specific Responsibilities:

A. Hospitality Tasks

1. Welcome guests and other visitors; answer questions and make appropriate referrals.
2. Respond to telephone calls promptly and accurately.
3. Be familiar with the services provided to guests.
4. Record guest check-in/out information.
5. Issue and inventory keys.
6. Record all job-related information on the online desk logs.
7. Report building deficiencies to Residential Facilities.
8. Secure packages upon delivery and notify intended recipients.
9. Forward messages and mail.
10. Assist with and maintain an orderly desk appearance.
11. Know emergency procedures and assist as needed in emergencies.

12. Confront inappropriate behavior in common areas when necessary.
13. Complete Incident Reports to document problems and disturbances.
14. Attend all training sessions and staff meetings.
15. Contribute to an inclusive and equitable working environment.

B. Night Assistant Responsibilities

1. Transport Assistants to and from their shifts at the summer conference hospitality desks between the hours of 12am to 8am.
2. Find replacements for missed/vacant graveyard shifts.
3. Report unsatisfactory behavior and any problems that occur during shift to supervisor.
4. Carry a cell phone for the entire summer period.
5. Refuel state vehicles on a weekly basis.
6. Respond to all calls and ensure phone is in working order.

A. Service Tasks

1. Help Service Assistants place linens in rooms before a conference.
2. Help Service Assistants remove linens from rooms post-conference.
3. Note any room deficiencies and report to the Assistant Operations Manager.

C. All Other Duties as Assigned