**Title of Position:** Conference/Office Assistant

**Division/Department:** Housing Services

**Job Duties**

* Day, evening and weekend contact for conference clients. This includes preparation of residence before check-in (i.e. keys, floor assignments, signage, moving of beds, bed making, and quality control) ongoing trouble shooting during their stay at the residence.
* Perform check-outs with conference clients (collect keys, process paperwork, collects linens, quality control).
* Office hours will typically be between 8:00am and 5:00pm, with some scheduled evening/weekend shifts. On-call responsibilities occur outside of regular office hours, on a scheduled rotation for the duration of the employment period.
* Assist in preparing residence set-up for September move-in (i.e. orientation events, signage, bulletin boards, posters, first aid kits, keys), resource materials that will be used by Residence Life Staff
* Assist in preparing for Residence Student Leader Fall Training (i.e. binders, signage, bulletin boards, student leader kits, first aid kits, keys), resource materials that will be used by Residence Life Staff
* Ambassador for the Residence by assisting with tours for potential students.
* Office duties include front desk coverage, answering phone calls and mail inquires, programming key cards, faxing, photocopying, computer work, maintaining bulletin boards, etc.
* Assist with quality control of suites, bedrooms and common areas. Conduct regular inventory counts of supplies and other resources.
* Provide office coverage (i.e. lunch, meetings) for Resident Office Staff as needed.

**Qualifications**

* Must be a current Fleming student AND must be a returning Fleming student in the following September
* Familiarity with residence life/student affairs is an asset
* Strong interpersonal, organizational and prioritizing skills
* Strong computer skills (Microsoft Word and Excel, Internet)
* Strong customer service skills, organized and detail oriented
* Ability to lift, carry, hold, bend and stoop, as well as load and unload materials
* Ability to lift a maximum of 50 lbs and be able to climb four flights of stairs
* Ability to work as an effective team member
* Ability to carry out basic oral and written instructions with minimal supervision and prioritize
* Good communication and customer service skills
* Required to live in residence for the employment period indicated above

**Additional Information ie special equipment or travel**

* Incumbent is required to live-in Residence –**taxable benefit applies** – Daily Value of living in Residence multiplied by number of days (total amount to be confirmed by Hiring Manager)