Summer Conference Assistant (SCA) Job Description Overview

Summer Conferences, through the Department of Housing and Residence Life, hosts multiple guests on Ohio University’s campus throughout the summer. The mission of Housing and Residence Life is to cultivate development through purposeful and innovative programs, practices, and services provided in a safe and inclusive residential environment. The Summer Conference Assistant (SCA) plays a vital role in supporting Housing and Residence Life and showcasing Ohio University to incoming guests.

For many conference guests, the SCA is the first Ohio University representative they meet on-campus. Impressions about the college experience, and the quality of life at Ohio University, are based to a large extent upon the residence hall experience and staff. The SCA plays a crucial role in setting the tone of how the University and Department of Housing and Residence Life is perceived by guests and students. Positive representation and experiences of the University to students, parents, and the general public is a top priority as well as being an organized and goal-oriented individual.

The responsibilities of this position are to support the Department of Housing and Residence Life in attaining its goals for conference guests. Our primary goal is the development of an environment conducive to the academic and personal growth of participants living in the residence halls, while exhibiting a high level of customer service to maintain guests. The following is a summary of a few significant expectations for which SCA’s are responsible.

a) Conference Guest Relationships:
   In the SCA’s multiple roles as peer, facilitator, administrator, mentor, and figure of authority, SCA’s model appropriate respect for the health, safety, welfare and rights of all guests in the residence halls. Including visibility, promoting a comfortable atmosphere, and providing information to best satisfy the guest’s needs.

b) Operations and Documentation
   The smooth operation of services to guests is dependent on the cooperative efforts of all staff members. Including the documentation of information, completing assigned tasks, being proactive and communicative in any special needs or issues.

c) Personal Development
   This position offers many self-development opportunities that should grow individual’s interpersonal, leadership and managerial skills. SCA’s participate in training which provides valuable interactions and information to perform their duties to the expected performance.

Period of employment is for the Summer Session (May – August) with dates announced by Housing and Residence Life.

   SCA’s will be provided with housing and a meal plan package that is included in their compensation package.

   The work load is variable and may be as many as 28 hours a week.

If you have specific questions regarding job responsibilities, please feel free to email Nikki Ohms, Assistant Director of Conference and Guest Services at ohms@ohio.edu or at conferences@ohio.edu.