SJSU SAN JOSÉ STATE UNIVERSITY

UHS Conference Assistant

Summary of Position

The role of the UHS Conference Assistant (CA) is to assist UHS staff in maintaining a safe residential community for residents and conference guests during the summer term. CA's will serve in an on call rotation (overnight and weekends) in addition to completing responsibilities of their assigned functional area. CAs will work **30-40 hours a week**). CA team will be assigned to the following functional areas:

Desk CA: are responsible for processing and following up on reservations, payment forms, and other paperwork related to daily operations. DCAs assist in maintaining an organized and efficient front desk area. Many of the required administrative tasks require PC skills, specifically in Microsoft Word, Excel, Access, and StarRez (an occupancy management database). General office tasks are also required, such as word processing, filing, correspondence, and answering phones.

Facilities CA: are responsible for daily cleaning and preparation of OGH bedroom units and meeting/event space which includes vacuuming floors, wiping surfaces, disinfecting mattresses, trash disposal, linen folding and setup, linen washing, chair and table setup, and basic A/V setup. FCAs are also responsible for the organization and cleanliness of the linen storage room, which stores all Conference Services facility amenities and materials, including all linen (e.g. sheets, towels, fans, etc.).

Hospitality CA: are responsible for assisting with conference group and orientation check-in/out, summer housing resident inquiries/support needs, room prep assistance, key and access card preparation/inventory,etc.

SVP CA: are responsible for assisting with the following at SVP- conference group check-in/out, summer housing resident inquiries/support needs, room preparation and cleaning, key and access card preparation/inventory, reception and customer service, duty. Will live and work at SVP.

Any outside commitments (i.e off campus jobs, internships,etc.) must be approved by conference professional staff

Qualifications

- Semester GPA of 2.0 & Cumulative GPA of 2.0
- Currently in good conduct standing=no housing or disciplinary probation
- Cannot work another on campus job during the Summer 2027
- Cannot be enrolled in summer session classes at SJSU and/or other institution (**on campus or online**)
- Cannot a **RA, PASC, or SAA (Including Evenings)** for following academic year
- Successfully clear Live Scan and pass background check
- Possess capability to work in 3-story residence halls, which have no elevators
- Be physically able to assist in coordinating emergency evacuation procedures as required
- Be able to carry objects weighing between 22-40lbs, such as linen and refrigerators.
- Strong communication and administrative skills are needed.
    - Communicate effectively and regularly on an individual and group basis with all residents/guest who stay within SJSU Housing (summer housing residents, interns, OGH, and conference guest)
- Ability to establish and maintain cooperative working relationships within a diverse multicultural environment.
- Preference will be given to applicants with previous work and customer service experience

Appointment Compensation

- Single bedroom or single bedroom within shared apartment/suite
- California Minimum Wage per hourly shift, $18.45

Terms of Appointment

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May 18, 2027 at 9am - August 11, 2027 at 5pm

- **Mandatory Training:** Attend onsite training May 27th- June 5th 9am-6pm
- **Online Training**: Mandatory Online Training Modules May 18th-26th

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- **Availability**: Must be available for a flexible work schedule, 7 days a week