



UNC CHARLOTTE

Application Packet
2009 Summer Conference Assistant

Completed packet must be returned by **Friday, March 20, 2009** to the Office of Conferences, Reservations and Event Services in the Cone University Center, Room 380 (behind the Candy Shoppe)

Completed packet **must** include the following:

- Application
- Resumé
- Letters of recommendation



UNCC^HARLOTTE

Conference, Reservations and Event Services

2009 Summer Conference Assistant

Applicant's Name: _____ Banner ID#: _____

Campus Address: _____

Permanent Address: _____

Permanent Phone: _____

Class Standing during 2009 - 2010 Academic Year (circle) Soph. Jr. Sr. Grad.

Major: _____ Minor: _____

Overall Grade Point Average _____

List former and present extracurricular activities indicating leadership roles, offices held, and honors received:

List in chronological order your work experience to date, including the nature or type of work. (Please note, your resumé must be attached):

_____ / _____ to _____ / _____
_____ / _____ to _____ / _____
_____ / _____ to _____ / _____
_____ / _____ to _____ / _____

Will this be your only summer commitment? _____

If not, please thoroughly list and explain additional summer plans including courses, schedules and/or other employment that will affect your ability to work 40 hours per week in this position?

What experience, skills, or talents do you possess that you believe would benefit you as a Conference Services Assistant?

Why are you applying for this position?

References: Two letters of recommendation must be submitted before your application is considered complete. A minimum of one recommendation must be from **an UNC Charlotte faculty or staff member**. The other reference may be another UNC Charlotte faculty or staff member or your current or recent employer. List your references below on the lines indicated. Please remember to include your name on the attached recommendation forms that you present to each of your references. All forms should be returned directly to the Conferences, Reservations and Event Services Office (Attention: Meagan Flood) by **Friday, March 20, 2009**. The Conferences, Reservations and Event Services office is located in the Cone University Center, Room 380.

Reference 1: _____

Department/Organization: _____

Reference 2: _____

Department/Organization: _____

Applicant Signature: In accordance with Public Law 93-380, any employee's file will be available to the employee, employer, and those people/offices specifically granted access by the employee. I have read the Position Description and understand the responsibilities of the Summer Conference Assistant. If selected for a position, I am willing to accept those responsibilities and to serve the entire work period.

Signature: _____ Date: _____

The University of North Carolina at Charlotte is an equal opportunity institution and subscribes to all requirements of federal law not to discriminate with respect to students, employees, or applicants on the basis of sex, race, color, national origin, religion, sexual orientation, handicapped status, age, or veteran status.



UNC CHARLOTTE

Conferences, Reservations and Event Services

2009 Summer Conference Assistant Recommendation Form

(Applicant's Name): _____ is seeking the position of Summer Conference Assistant within the office of Conferences, Reservations and Event Services at UNC Charlotte. This recommendation is an integral part of the application process and will serve as an important evaluation among candidates. Please be as accurate and candid as possible. Recommendations are to be returned by **Friday, March 20, 2009** to the address listed below.

Meagan M. Flood, Administrative Assistant
UNC Charlotte, Cone University Center Room 380,
9201 University City Boulevard, Charlotte, NC 28223

Please note, Cone University Center employee's file is accessible to the employee, Residence Life staff and those persons/offices specifically granted access by the employer.

The application cannot be processed before all materials are received. Your prompt attention is greatly appreciated. Thank you for your honesty and assistance.



ITEMS BELOW SHOULD BE COMPLETED BY PERSON WRITING RECOMMENDATION:

Recommender's Name: _____ Position/Title: _____

Name of Recommender's Department/Organization: _____

Recommender's Contact Telephone Number: _____

- Your relationship to applicant:
- | | |
|---|---|
| <input type="checkbox"/> Professor | <input type="checkbox"/> Academic Advisor |
| <input type="checkbox"/> Teaching Assistant | <input type="checkbox"/> Employer (present or past) |
| <input type="checkbox"/> Resident Coordinator | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Resident Advisor | <input type="checkbox"/> Other: _____ |

How long have you known the applicant? _____

How well do you know the applicant?

	5	4	3	2	1
	Very Well				Hardly at all

How confident are you in evaluating the applicant?

	5	4	3	2	1
	Very Well				Not at all

Please refer to page three of this form for a complete listing of the responsibilities assigned to the Summer Conference Assistant. Taking these responsibilities into consideration, please check the appropriate rating for the applicant.

	Outstanding	Above Average	Average	Below Average	Unable to evaluate
Leadership					
Dependability					
Responsibility					
Maturity					
Enthusiasm					
Appropriate Experience					
Knowledge of Campus & Community Resources					
Professional Appearance					
Motivation					
Communication/Oral & Written Skills					
Listening Skills					
Ability to Relate to Others					
Organizational Skills					
Creativity					
Computer Skills (Microsoft Word, Excel, Access)					

Overall, how would you rate and evaluate this person's ability to provide a high level of customer service?

Based on your knowledge of the applicant, do you have any reservations about this person's ability to fulfill the Summer Conference Assistant's position? If yes, please explain:

Please list any additional comments:

Please check below your final recommendation for the applicant in relation to their pursuit of the Summer Conference Assistant position:

- Recommend Strongly
 Recommend
 Recommend with reservation
 Do not recommend
 Not qualified to recommend

Recommender's Signature: _____ Date: _____

Summer Conference Assistant Position Description

Position Title: 2009 Summer Conference Assistant (Full Time)

Reports To: Assistant Director of Conferences

Job Summary: The Conference Assistant acts as the liaison between the department of Conference Services and various summer conference groups and camps. The role of the Conference Assistant will encompass the final stages of the pre-planning process, on-site registration and all tasks involved to ensure smooth and successful conferences. The Conference Assistant will be required to facilitate weekly meetings and provide on-site assistance for groups. In addition, they will be required to effectively evaluate each conference event for future planning.

Expectations:

- Dependability in work attendance and performance
- Above average administrative ability in Microsoft Office programs (Word, Excel, Access and Outlook) and daily office tasks
- Strong organizational skills
- Thorough attention to details
- High levels of customer service
- Professional image and tidy appearance
- Knowledge of campus and community resources
- Strong oral and written communication skills
- Ability to effectively work with a variety of conference groups and attendees of all ages
- Ability to work in a team environment

Minimal Qualifications:

- Must be a UNC Charlotte student enrolled for the Fall 2009 semester
- Work approximately 40 hours a week (May 18, 2009 - August 7, 2009) with flexible scheduling including evenings and weekends
- Complete application with attached current resumé
- Two letters of recommendation from career professionals
- Previous work experience in an administrative or customer service capacity

Benefits:

- Above average hourly wage
- Free campus housing
- Great learning and resumé building experience
- Development of interpersonal and networking skills

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