

## **2009 Summer Student Assistant Selection Schedule**

Friday, February 27	Applications Due
March 2-6	First Phase Interviews*
March 9	First Phase Positions Offered
March 16-March 20	Second Phase Interviews**
March 30	Second Phase Positions Offered

\*First phase: All positions except desk assistants and part-time staff

\*\*Second phase: Desk assistants and part-time staff

### **Other Dates:**

Employment Start Date (Conference Staff):	Tuesday, May 26
Employment End Date (Conference Staff):	Monday, August 31
Housing Senior Staff Move-In Date:	Friday, May 22 (4:00p.m.)
Housing Move-In Date:	Sunday, May 24 (8:00 a.m.)
Housing Move-Out Date (Villa Alvarado):	Friday, August 14 (10:00 p.m.)
Pre-Summer Training (Senior Staff):	To be scheduled
Team Training Start Date (All Staff):	Tuesday, May 26
Team Training End Date (All Staff):	Monday, June 1



# SAN DIEGO STATE UNIVERSITY

## SUMMER CONFERENCE CENTER

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### DEPARTMENT PROFILE

#### **Who we are...**

The SDSU Conference Center is a division of the Office of Housing Administration, which was set up over 25 years ago. The SDSU Conference Center seeks to fulfill the conference services needs of groups of various sizes and interests. As such, the SDSU Conference Center's vision is to provide excellent planning, organizational and customer service to groups of varying interests and with different needs in such a way that it becomes the center of choice for these and other groups. For about thirteen weeks, starting at the end of May, people from all over the world with special interests and academic objectives, spend from two days to six weeks with the Conference Center.

They are housed in such accommodations as Chapultepec Hall and Cuicacalli Suites and take their meals in the well-known Dining Room facility! The Conference Center works with these groups to make sure that all their conference needs are met.

#### **What we do...**

The SDSU Conference Center recognizes the importance that a successfully managed conference holds for its customers and seeks to be the critical link that helps organizations and groups successfully meet their conference goals.

In order to accommodate the varied conferences here at San Diego State University, the Conference Center has to perform a special kind of magic! Residence halls are transformed to "hotels," complete with reception desks, message centers, and linens. The work of coordinating and facilitating includes setting up sleeping rooms, arranging dinners and receptions, and providing audio-visual equipment. Most importantly, we make sure that our conference guests have a productive stay at San Diego State University.

#### **What the Conference Center can offer YOU...**

The SDSU Conference Center is a fantastic learning experience! Staff members are exposed first-hand to the field of conferencing and, along the way, develop a myriad of valuable business related skills: problem solving, organization, public relations, and intercultural skills- just to mention a few. It is a wonderful opportunity to see San Diego State University from a different, more professional perspective. The Conference Center offers student staff possibilities for promotion within the summer staff. Many of our student staff members have left SDSU and the Conference Center to find jobs based on their experiences with us.

Working for the Conference Center also gives you the opportunity to have a group oriented, challenging and fun work experience. If you consider the skills that you can acquire, the professional experience you will gain, and the fact that you will work in a dynamic environment with your peers, these are some of the best jobs in San Diego!



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### NECESSARY DETAILS

#### **Housing**

A full time staff position with the Conference Center offers you housing in Villa Alvarado Apartments at a reduced rate of \$260 for the summer. Desk Assistants may choose to live on campus, in a shared room for the summer. Senior staff and Night Desk Assistants will have their own room. All other staff positions are required to live on campus and will receive a double room. The first housing payment of \$100 must be paid prior to move-in, and the remaining payment of \$160 is due at the end of July. Utility costs (gas, electric and phone), incurred during the summer, will be billed to each resident at the end of the summer.

(Attention current residents: please review the job descriptions for summer move-in and move-out dates and note that housing is not available for several days after your Spring move-out date, and for several days before Fall semester move-in.)

#### **Salary**

Please refer to Position Descriptions page for complete details.

#### **Scheduling**

All positions should be available and ready to work beginning on Friday, May 22, 2009. The Conference Center operates on a 7 day a week, 24-hour a day basis throughout the course of the summer. Desk Assistant positions must be ready and willing to work any of the three shifts per day (8a.m.-4p.m., 4p.m.-12a.m., 12a.m.-8a.m.) on any day of the week. Desk Assistant positions will be scheduled for desk shifts with an average of about 40 hours per week, depending on the number of residential halls in operation.

Requests for one-time days off (family reunions, graduations, weddings, etc.) usually are accommodated as long as the request is made well in advance. Requests for extended time off (more than one day) are not permitted. A bi-weekly schedule is posted approximately four days in advance.

**Senior Staff** typically begins working part-time during the Spring Semester, contributing approximately 5-10 hours per week. Despite the Spring schedule, all members of the Senior Staff must be available and ready to work full-time hours beginning Friday, May 22, 2009.



At the Conference Center, we play as hard as we work. Your free time is your own, but we also plan outings and social events, such as barbecues and beach days, together as a staff.



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### COMMONLY ASKED QUESTIONS

#### **Why does the Office of Housing Administration hire so many people in the summer?**

The summer is a busy time for OHA. The Conference Center provides housing and other services to about 50 conference groups, which vary in size from fewer than 10 people to several thousand. Staff members are needed to provide all types of support services to students and guests.

#### **How many positions are available?**

There are approximately 30-35 positions available. About 22 of these positions are desk assistants.

#### **In which residence halls would I be working?**

All residence halls are used during summer. The halls are occupied by conference groups that arrive and depart continuously throughout the summer. Groups stay for different lengths of time—some stay only a few days, some stay for up to 6 weeks.

#### **What kind of training is required?**

All employees attend mandatory training sessions immediately after the spring semester ends (May 26-June 1). A short evening training session in May is also required for all of the positions. Please see the job descriptions for specific training dates. You must be available for all training sessions in order to be hired.

#### **I've applied to be a Resident Advisor. Does this affect my chances for being hired?**

Our summer programs continue past the start date for training of academic-year resident advisors. Because of this conflict, we are careful to hire only a very limited number of people who might be selected as academic-year RAs. Consequently, candidates who have applied to be academic-year Resident Advisors usually do not receive the same consideration as a candidate who is available for the entire summer. This is also true for other conflicting positions (RHA and Ambassadors).

#### **I'm graduating and won't be attending SDSU in the Fall 2006 semester. Can I still be hired?**

We are not able to employ students who will not be attending SDSU in the upcoming semester.

#### **Why do you verify my grade point average?**

SDSU conducts an academic disqualification process immediately after grades are submitted for each semester. Students who are academically disqualified by the university become immediately ineligible for student employment. Because of this policy, we look very carefully at the grades of all candidates. We do not want to risk hiring a student who may have to leave the job in early June. Any student who is at risk for disqualification will be removed from our application pool.

#### **I need to take a class. Can I still work during the summer?**

Although it is not recommended, The Summer Staff Liaison, Operations Coordinator and Desk Assistants are the employees that are permitted to take a summer class. Employees enrolled in a summer school course are also limited to twenty hours a week while taking classes. (The supervisor must approve class schedules in advance.)

#### **How can I increase my chances of being selected for an interview?**

We are usually able to interview only about half of the people who submit applications. Our screening process examines several qualifications, including: knowledge of the campus and the residence halls; work experience (especially experience working with the public); leadership experience; organizational experience; ability to work with others; enthusiasm; and availability to work the entire summer. If you are called for an interview, please be ready to give details about these qualifications.

A large number of highly qualified applicants will not be hired because they are not available to work the entire summer (most are Fall Resident Advisor candidates). Adherence to job start and end dates is an absolute requirement for 95% of our positions. Please make sure we have the most up-to-date information about your summer availability, because it is a major factor during our selection process.