



# Summer Programs Assistant Job Posting

Brockport Auxiliary Service Corporation at the State University of New York College at Brockport is recruiting for the following position and invites applications from interested individuals.

<b>Job Title:</b> Summer Programs Assistant	<b>Reports to:</b> Director of Conference and Events
<b>Unit:</b> Conference and Events	<b>Hours:</b> Part Time/Full Time, Summer, On-Campus Non Work Study

The Conferences and Events Office is looking to hire six Summer Programs Assistants.

**Schedule:** Work approximately 20-40 hours per week (based on camps and conferences schedules) from May 23, 2012 through August 7, 2012. The employees will be required to live on campus and be on call 1-2 nights per week. Qualified candidates must be able to work evenings, weekends, overnight on call, and holidays. Flexibility is required.

**Wages:** Start at \$8.25/hour with room and board

**Position Summary:**

The Summer Programs Assistant acts as the liaison between Conferences and Events (C&E) and various summer camps and conference groups. The Assistant will provide support for summer groups from the final stages of planning to event completion. This includes assisting with logistical planning, registration/check-in, check-out, and onsite event support to ensure smooth and successful programs for our clients.

**Work Performed:**

- Prepare facilities for each camp/conference (i.e.: check for clean rooms, check for requested set up of spaces, make sure requested resources are ready and working)
- Prepare and administer keys, meal cards, parking passes, internet passwords, and linen packages
- Perform check-in and check-out for groups
- Serve as main point of contact for facilitators and participants
- Serve as liaison between University Police, Campus Venue Managers, Facilities & Planning, Parking Services, Dining Services, etc.
- Create, set up, and maintain directional signage on campus for summer programs
- Provide 24-hour on call coverage for facilitators and participants (on call 1-2 nights per week)
- Perform additional duties as assigned

**Physical Requirements:**

- Ability to lift, move and/or maneuver up to 30 lbs. on a regular basis
- Ability to move around the campus to assist with events and meet with campus community and customers

**Qualifications:**

- Must be a Brockport student or Brockport alum
- Must have experience working for Residential Life, Campus Life or BASC
- Complete application with attached current resume
- Must have a valid driver's license
- Must have knowledge of campus and community resources

**Skills, Abilities, and Expectations:**

- Dependability in work attendance and performance. Punctuality is a necessity.
- Thorough attention to detail
- Strong organizational skills
- Excellent interpersonal and customer service skills
- Ability to interact with others in a professional manner
- Exhibit excellent communication skills and leadership capabilities
- Must be goal oriented, self-motivated to work independently and follow through, and able to problem solve
- Positive attitude, professional demeanor and tidy appearance
- Ability to work in a team environment

**Date Posted:** 01/11/2012

Applications will continue to be accepted until the position is filled.

**Apply to:**

BASC at The College at Brockport  
Human Resource Office – Brockway Hall  
350 New Campus Drive  
Brockport, NY 14420

**Electronic submissions may be sent to:**

bascjobs@brockport.edu

\*Attachments must be in Microsoft Word, rich text format, or PDF file.

**Contact Information:**

**Phone:** (585) 395-2752

**Fax:** (585) 395-2663