



## Summer 2012 Conference Associate and Medieval Conference Student Staff Search

*Please note: If you are interested in these positions, apply even if you are applying for the Summer School RA or Orientation RA positions.*

### **Applications Due:**

Applications are due Friday, February 17, 2012 at 4:30 pm. Please bring completed applications to the Residence Life office in Faunce Student Services Building

### **Position Descriptions:**

<b>Position Title:</b>	<b><i>Conference Associate (CA)</i></b>
Positions Available:	10
Contract Dates:	4/30/12 – 8/5/12
Classes:	Must take 3-7 credits in both Summer I and Summer II semesters. Any exceptions must be approved by Residence Life.
Compensation:	\$150 per week & residence hall room for contract duration
Hours:	Vary, approximately 20 hours per week
Additional Jobs:	May hold additional employment with understanding that the CA position will take priority when scheduling and all other commitments must be approved by Conference Manager Staff.

*Primary function:* To assist conference managers, hall directors, and conference coordinator with camps and conferences before, during and after their stay in the residence halls. More than one camp can be on campus at the same time, staying in different halls, and can range in size from 10-1,000 guests. Must be customer-focused, flexible with hours you are willing to work, be responsible, and have a positive, friendly attitude.

#### *Specific Position Responsibilities:*

- ◇ Desk responsibilities, including: answer phones, guest questions, give directions, lock and unlock doors
- ◇ Serve as part of a duty rotation while conferences are on campus
- ◇ Provide for the needs of conference guests during their stay
- ◇ Prepare and set-up rooms before guests arrive; check rooms after departure
- ◇ Prepare public rooms for conference guests as needed
- ◇ Check-in: register guests, issue keys, keep track of registration cards
- ◇ Check-out: collect and log keys, check rooms for lost and found items, check rooms after departure, etc.
- ◇ Move micro-fridges, fans, phones as appropriate
- ◇ Prepare the hall for a groups arrival, including: welcome/directional signs, bulletin boards, room prep, desk set up, and other duties as necessary.
- ◇ Move linen carts, place pillows in rooms as needed, collect used linen
- ◇ Be familiar with halls and campus in general
- ◇ Handle money: collect and log payments, make change, accurately count cash box money, be accountable for transactions made

See Back Page for Medieval Staff Description and More Application Information!

<b>Position Title:</b>	<b>Medieval Conference Student Staff Member</b>
Positions Available:	25 - 30
Contract Dates:	4/30/12 – 5/18/12
Classes:	May take summer classes
Compensation:	\$7.78/hour
Hours:	Approximately 20 hours per week
Additional Jobs:	May hold additional employment with approval
Housing:	Will be provided if needed at no cost during contract duration

*Primary function:* To assist conference managers, hall directors, and conference coordinator with the Medieval Conference. You will assist with set up for the conference, guest accommodations and desk hours during the conference, and tear down after the conference as well as additional needs as they arise. Must be customer-focused, flexible with hours you are willing to work, be responsible, and have a positive, friendly attitude.

*Specific Position Responsibilities:*

- ◇ Desk responsibilities, including: answer phones, guest questions, give directions, handling of money
- ◇ Provide for the needs of conference guests during their stay
- ◇ Prepare public rooms for sessions; including moving chairs and tables.
- ◇ Check-in: register guests, issue keys, etc.
- ◇ Check-out: collect and log keys, check rooms for lost and found items, etc.
- ◇ Prepare the conference guests arrival, including: room set up, welcome/directional signs, bulletin boards, desk set up, and other duties as necessary.
- ◇ Serve as the tear down crew after the conference, including; linen removal, replacing room furniture, removing signs, etc.

**Important:**

- ◇ The attached application is for Conference Associate and Medieval Conference Student Staff positions only. Please note that Summer School RA and Orientation RA is a separate application.
- ◇ Incomplete and late applications will not be considered.
- ◇ If hired as a CA, applicant will not be offered Summer School RA or Orientation RA due to time commitment requirements of all positions.

**Do you have Questions?**

If you have any questions about the selection process or your eligibility feel free to contact Residence Life at [rl-personnel@wmich.edu](mailto:rl-personnel@wmich.edu).

**Application Check List**

*Make sure you're not forgetting anything!*

- Application form
- Written Responses (questions on page 2 of the application)
- Applicant Signature (page 2 of the application)
- Recommendation Form from a Residence Life Staff Member

# **Conference Associate and Medieval Conference Student Staff Application**

*Due to Residence Life office (Faunce Student Services Bldg) by 4:30 pm Friday, February 17*

## **General Information:**

Name: \_\_\_\_\_ WIN #: \_\_\_\_\_ Gender: M F T

Local Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Otherwise Preferred Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

How many semesters have you lived in WMU's residence halls (include current semester)? \_\_\_\_\_

Have you attended any other colleges/universities other than WMU? Y N

If yes, please list: \_\_\_\_\_

Did you live in their residence hall system? Y N If yes, how many semesters did you live there? \_\_\_\_\_

Have you ever been found responsible for violating the Student Code? Y N

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor (other than minor traffic violations)? Y N

If yes, list date, charge, location, court, and action taken: \_\_\_\_\_

If you have held a position within the residence halls, list the position, location and dates employed:

Do you have any other time commitments this summer (time you would need to be away from hall/campus)? Y N

If yes, please explain \_\_\_\_\_

If hired, you will be provided with a t-shirt. What size shirt would you like? \_\_\_\_\_

Would you need on campus housing if you are hired to be a Medieval Conference Student Staff member? Y N

## **Academic Information:**

Major: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Expected graduation date: \_\_\_\_\_ Class standing: FR SO JR SR OTH

Please list how many credits you will be taking each semester (if any): Summer I: \_\_\_\_\_ Summer II: \_\_\_\_\_

## **Please check the position(s) you are interested in:**

\_\_\_ Conference Associate (4/30/12 – 8/5/12)      \_\_\_ Medieval Conference Student Staff (4/30/12 – 5/18/12)

**Questions:**

Please respond to the questions below on a separate sheet of paper (typed) and attach it to the application to turn in. Please note that you only have to complete the questions for the specific position you are interested in. If you are interested in both positions, please complete all the questions.

***Conference Associate Questions:***

- What is your favorite thing about WMU? How could you share this with conference guests?
- What do you believe to be the needs of conference guests? What could you do as a Conference Associate to meet those needs?
- Conference Associates will work independently or with a small team. What skills do you bring to that type of work setting?

***Medieval Conference Student Staff Questions:***

- How do you currently portray a positive image of WMU to others?
- What do you believe to be your strengths when being asked to provide customer service?
- The Medieval staff are asked to complete a variety of tasks. How do you keep organized when working on multiple projects?

**You will sign up for interviews when you return your application.**

*I am aware of the department expectations and university rules and regulations and will abide by them as detailed if I am offered and accept a staff position. I certify that all of the information disclosed on this application is true and accurate and that any misrepresentation of facts may constitute cause for non-appointment or dismissal. I understand that as a condition of this application, my GPA, conduct records, and all past or current supervisors or Residence Life staff members may be contacted. I understand that employment at the University is conditional upon review of my criminal conviction records. I authorize the University to request and obtain, through the Michigan State Police and any other relevant law enforcement agencies, an investigation and report to determine the accuracy of my above answers about prior criminal conviction.*

**Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_**

**If not offered a CA or Medieval Student Worker position are you be interested in the following Position? Y N**

Medieval Desk Worker Description:

Positions Available: 20-30  
Contract Dates: 5/8/12 – 5/14/12  
Classes: May take summer classes  
Compensation: \$7.78/hour and housing during contract dates  
Hours: Approximately 30 hours

Primary Function: To assist Medieval Conference Student Staff during the conference. You will assist with guest accommodations during desk hours. Students will work hours during the long weekend while the conference is taking place. Must be customer-focused, flexible with hours you are able to work, be responsible, and have a positive, friendly attitude.

## **RECOMMENDATION**

You must have ONE recommendation form completed by a hall staff member (RA, Hall Director, Graduate Assistant, etc. current or former)

If you are also applying for the Summer School/Orientation RA position you may turn in only one recommendation form for both applications.

Please list the name and email for the person completing your recommendation form:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

*The recommendation may be returned either by you as the applicant as part of your application packet, or by the person writing the recommendation. Either way however, recommendation MUST be returned by February 17<sup>th</sup> by 4:30 pm.*

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### **Summer 2012 Conference Associate and Medieval Conference Student Staff Search Time Line:**

<b>Friday, February 17<sup>th</sup></b>	<b>Conference Student Staff applications due to Residence Life</b>
<b>February 27<sup>th</sup> – 29<sup>th</sup></b>	<b>Interview Days (times to be picked when you return your application)</b>
<b>Friday, March 16<sup>th</sup></b>	<b>Position Letters Sent</b>
<b>Friday, March 23<sup>rd</sup></b>	<b>Intent Forms Due</b>



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# Recommendation for the Conference Associate and/or Medieval Conference Student Staff position

Western Michigan University

**Applicant Name:** \_\_\_\_\_

**Name of person completing your recommendation:** \_\_\_\_\_

**Recommender Phone number:** \_\_\_\_\_

**Recommender Email:** \_\_\_\_\_

**Waiver of access** – *Applicants should complete this section prior to giving this form to the person writing your recommendation.*

***Confidential*** \* Confirms recommendation as confidential to applicant

I, the applicant, waive my right to access to the information provided on this form.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OR** (please sign only one)

***Non-Confidential*** \* Confirms recommendation as non-confidential to applicant.

I, the applicant, retain my access to the information provided on this form.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Failure to sign one of the choices above will be deemed as an acceptance of confidential information.

**HOW TO RETURN RECOMMENDATIONS:** All recommendations **MUST** be returned to the Department of Residence Life, 3<sup>rd</sup> floor Faunce Student Services Building by February 17<sup>th</sup> at 4 p.m.

They may be returned in any of the following ways:

- By the applicant as part of their application packet. Note, if this is done, they should be in a sealed envelope with the recommender's signature on the seal.
- By the recommender in person, via campus mail, USPS, or fax (269-387-4786).

1. Please indicate how well you know this person and in what capacity.
  
2. If you have known this person in a work or leadership situation, please describe the roles and responsibilities of this applicant.
  
3. From the following list of skills/behaviors, please identify with a check mark the 5 – 7 you feel are the strongest attributes of the candidate.

- |  |  |
|--|--|
| <input type="checkbox"/> Effective/Appropriate verbal and non-verbal communication | <input type="checkbox"/> Professionalism                       |
| <input type="checkbox"/> Forward thinking  | <input type="checkbox"/> Reliable/Committed                    |
| <input type="checkbox"/> Manages effectively available time                        | <input type="checkbox"/> Follows through on tasks/ideas        |
| <input type="checkbox"/> Organizes effectively (tasks and groups)                  | <input type="checkbox"/> Active listening                      |
| <input type="checkbox"/> Initiative/Self motivation                                | <input type="checkbox"/> Willing/Ability to delegate           |
| <input type="checkbox"/> Flexible (with ideas and others)                          | <input type="checkbox"/> Appropriate role modeling             |
| <input type="checkbox"/> Assertiveness   | <input type="checkbox"/> Recognizes the contribution of others |
| <input type="checkbox"/> Willing to learn from others/follow others lead           | <input type="checkbox"/> Willing to take risks                 |
| <input type="checkbox"/> Accepting of feedback/Willing to give feedback            | <input type="checkbox"/> Enthusiasm/Positivity                 |
| <input type="checkbox"/> Willing to find common ground with others                 | <input type="checkbox"/> Creativity                            |
| <input type="checkbox"/> Willing to challenge the status quo/self/peers            | <input type="checkbox"/> Self-confidence                       |

**4. Any additional comments:**

**Recommendations** (check one and please add comments)

- I highly recommend this person for the Conference Staff position because:
- I recommend this person for the Conference Staff position because:
- I recommend this person with reservations for the Conference Staff position because:
- I do not recommend this person for the Conference Staff position because:

Signature of Person Writing Recommendation \_\_\_\_\_ Date \_\_\_\_\_

Name of Person Writing Recommendation (Please Print) \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_