

**Georgia College
University Housing
SUMMER CONFERENCE ASSISTANT APPLICATION**

Due: Tuesday, March 3, 2015

Name: _____
(Last) (First) (Middle)

Classification: Fr So Jr Sr Grad Current cumulative GPA: _____

GCID: 911 _____ Date of Birth: _____

Email Address: _____

Current Address: _____

Current Telephone Number(s): _____

Have you ever been convicted of a crime, excluding traffic violations?: ____ Yes ____ No

If Yes, please explain briefly:

Do you plan on enrolling in Summer School? ____ Yes ____ No

Please specify courses, days, and times you will be in class for one or both of the sessions:

Do you plan on working anywhere else during the summer?: ____ Yes ____ No

If so, how many hours and on what days?:

Previous Work Experience:

Employer	Supervisor	Address	Phone Number

May we contact your previous employers?: ____ Yes ____ No

Please explain why you are interested in the position of Summer Conference Assistant.

What experiences do you have that may help you excel in this position?

Please provide two references:

Name	
Address	
City, State Zip	
Phone Number	
Relationship	

Name	
Address	
City, State Zip	
Phone Number	
Relationship	

Application is due by March 3rd. Return to the University Housing office located on the terrace level of Sanford Hall.

SUMMER CONFERENCE ASSISTANT POSITION DESCRIPTION

The Summer Conference Assistant (SCA) position is the most important aspect of our summer camps and conferences program. SCA's are charged with ensuring that every camper/conference attendee has a positive and memorable experience.

SCAs are responsible for the safety, well-being, and comfort of the campers/conference attendees while they are in our halls. By virtue of the services we provide, we are a highly visible component of the summer camps/conferences program, so it is important that the best image of Georgia College and the Department of University Housing is presented.

The SCA position begins in late May with SCA training and ends in early August.

The compensation package includes a room waiver, 75 meals during regular operating hours, and a stipend of \$1000 for the summer. The stipend will be paid monthly, \$500 in June and \$500 in July.

The duties of a SCA vary, but for the most part SCA's are responsible for ensuring clean rooms and common areas, check in and checkout of camps/conferences, maintaining evening desk in halls where visitors are residing, and remaining in buildings overnight when camps/conference attendees are present. The SCA staff will also be responsible for summer school duty coverage on a rotating schedule.

The SCA position can be time consuming during different periods over the summer. Because of this, students taking minimal course loads and those not working outside jobs will be given first consideration. Completing and turning in an application does not guarantee an interview. After careful consideration, the Conference Coordinators will contact applicants and arrange interviews.

If you have any questions, please contact University Housing.

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