

# du Bois Center

## CONFERENCE INTERN

### ***JOB DESCRIPTION***

#### **Employment:**

- This position will be 15 hours a week from January until mid May and then 40 hours per week from mid May until early August (with some summer weekend work).
- Earn up to 12 internship credit hours and gain real world job experience!
- This position starts at \$7.50 per hour. When full time, all standard payroll federal and social security taxes apply.

**Duties and Responsibilities:** In the summer the du Bois Center coordinates over 75 conferences with a total of over 10,000 participants. This internship is a full-responsibility employment position, not a “gopher” position or research assistant.

- ✓ Serve as the main contact between the NAU Conference Office and Conference Group Leader to establish needs of the group, and work to meet those needs as they pertain to housing, food, and facilities, A/V, parking and more.
- ✓ Work directly with conference group leaders to inform them of policies, procedures, and facilities at Northern Arizona University.
- ✓ Organize and update information within the conference files and database; complete all appropriate paperwork accurately and in a timely manner. Provide information to housing and food service staffs that relates to the services they provide to the conference.
- ✓ Communicate with other NAU departments, such as Information Technology Services, Parking, Facility Services and others, to facilitate the needs of the conference groups.
- ✓ Participate in many meetings between food service, housing and the conference leader.
- ✓ Participate in all training sessions and initiate questions when portions of the job are unclear.
- ✓ Back up staff to assist with sets, field lining, reception, information desk, delivery of equipment.

#### **SKILLS PREFERRED:**

- ✓ Strong interpersonal and communication skills
- ✓ Effective Organizational & Multitasking abilities
- ✓ Public Relation skills - especially Communication, PR, HRM, MGT majors
- ✓ Attention to detail
- ✓ Works well under pressure
- ✓ A good knowledge of campus and campus facilities
- ✓ Webmail, Explorer, MS Word, Excel and training on Access given.
- ✓ Project a professional image in all interactions to include a professional “dress code.”
- ✓ Willing to take training for van driving certification (local driving only)
- ✓ Able to lift and move equipment.
- ✓ Preference given to continuing students (will be enrolled for Fall classes).

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