



Student Administrative Assistant

Employment Period: Varies (February-May and/or May-August)

Conference & Event Services, Colorado State University

The Colorado State University Conference & Event Services (CES) offers CSU students an opportunity to enhance their academic learning experience in real work environments. CSU Conference & Event Services is one-stop shop certified through the Association of Collegiate Conferences and Events Directors-International and provides all clients with one contract, one contact and one bill for their conference/event held on campus. CES serves as the main contact and coordinates all on-campus needs and services for each group by working with various departments across campus.

Under the supervision of the Registration Coordinator for CES, the Administrative Assistant will serve in a position that executes administrative duties, provides superior customer service, and assists and supports registration operations. The student accepted into this position will work with campus partners, CES professional staff, and conference registrants on a daily basis.

Job Responsibilities & Duties

- General office and clerical duties including: answering phones, greeting guests, directing office traffic, responding to emails, producing & updating forms, office inventory, filing, etc.
- Manage, track, and input information into various databases
- Occasional on-site check-in assistance for conferences (may require some same-day travel)
- Preparation for on-site conference registration: stuffing & printing name badges, ribbons, tickets, conference portfolios & materials, etc.
- Conference participant data entry, invoicing, collecting/processing payments, receipt distribution
- Communicate conference/event information to participants
- Management of the summer Guest Housing Program: taking reservations, payments, room assignments, etc.
- Various assistance for all CES professional staff when necessary
- Act as an ambassador to conference/event guests for the University and Conference & Event Services
- Provide front desk assistance and coverage for the Registration Coordinator
- Special projects as assigned by professional staff
- Other duties as assigned

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CONFERENCE & EVENT SERVICES

Requirements

- General office and clerical experience
- Proficiency with Microsoft Office (specifically Outlook, Word & Excel)
- Customer service training and experience
- Ability to perform duties with attention to detail and accuracy
- Must be a CSU student in good disciplinary standing with the University
- Must be available for the hours listed below
- Must be willing to work occasional nights and weekends
- Must have a valid driver's license
- Must successfully pass a background check and a department of motor vehicle screening

Desired Qualifications

- Strong commitment to customer service
- High level of organizational skills
- Professionalism expressed in actions and appearance at all times
- Strong oral and written communication skills
- Highly flexible and willingness to handle a wide variety of tasks in a detail oriented fashion
- Self-motivated, self-confident, and resourceful
- Willingness to learn and adapt
- Ability to problem-solve
- Able to work effectively as a supportive team member
- Knowledge of the Colorado State University campus and the surrounding Fort Collins area

Availability and employment period for this position varies. Hours for spring 2017 would begin mid-February with approximately 10-15 hours of work per week. The summer position is full-time, 40 hours per week May 22-August 18. This position is on-going and does not have an end date.

Compensation

Conference & Event Services Administrative Assistant begin pay rate of \$9.31 per hour.

How to Apply

Applications will be accepted until 5 pm on Friday, January 27, 2017. Visit the CSU Conference and Event Services website: www.conferences.colostate.edu - "Our Team" – Student Employment – Administrative Assistant. Complete "Apply Now" section. You **must** also send a current resume and list of (3) references to accompany your application to Dakota Schuppe: Dakota.Schuppe@colostate.edu for full consideration.

Educational and Work Experience Benefits of the CES Administrative Assistant

This position offers office management and customer service experience that is applicable to the hospitality and event industry. It provides the opportunity for skill advancement in teamwork, software, problem-solving, organization, and a wide variety of others.

Equal Opportunity Employer

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.