



Description of Responsibilities and Expectations for Office Conference Assistant 2026

The Office Conference Assistant position is a temporary summer position that is a fusion of many different types of work. Main priorities will include general office functions, while occasionally working with CA team, having 24-hour on-call shifts, and whatever else might be required of you by a given situation in the course of the job. **Please be mindful that while this is primarily a Monday-Friday 9am-5pm office job, you will at times be asked to partake in intense physical labor and scheduled for other shifts.** All Conference Assistants are the front line ambassadors who welcome our guests to campus. Their chief function is to aid our guests and create a safe and enjoyable stay. We strive to meet/exceed the guest's expectations. Often times, you will be the first and last impression a group will have of their time at Eastern. You are our representatives of Eastern Universities' Hospitality Ministry. *This is a seasonal position and does not include any benefits.*

I. Position Summary:

The Conference Season is roughly divided into three parts:

- i. Commencement & Pre-Season – This is a week and a half period before guests start arriving; this time is used to prepare the campus for conference use, including campus walk through, moving furniture, setting linens, etc. A tentative schedule is below:
 - Thursday, April 30, 2026: Meet and Greet with the full team and HR onboarding
 - Thursday, May 7, 2026: Commencement Prep Meeting
 - Friday, May 8, 2026: Facilitate Commencement Day 1
 - Saturday, May 9, 2026, Facilitate Commencement Day 2
 - Monday, May 11- Wednesday, May 13, 2026: Training, preparing the campus to welcome guests to campus, and managing field clients
- ii. Conference Season – This is the duration of the summer when guests are on campus — beginning May 13, 2026 and ending the first week of August 2026. We are open Sunday – Sunday, 24/7, including holidays. During this time, we meet the clients' daily needs and help make their stay as pleasant as possible. We will also be assisting the University in preparing for the coming school year. This entails, but is not limited to, assisting other departments in coordinating projects and helping wherever possible.
- iii. Post-Season – This will begin the week of August 1, 2026 and continue through August 17, 2026. This is the time when we prepare the campus to welcome students return for the fall semester. This includes storing all summer supplies, taking down instructional signs, moving furniture, damage checks, final work orders, and supporting Plant Operations. Fall commitments will determine seasonal employment end date.

II. Responsibilities Include:

1. Coping, Scanning, Mailing & General Data Entry
2. Campus Errands
3. Occasional 24-hour On-Call Shifts
4. Assisting in managing M-Fuge (one of our large clients) pre- and post-check-in details & logistics
5. Helping with Conference functions when needed
6. Interact with all conference planners, group representatives, conference guests, and service providers in a respectful and professional manner
7. Helping the University prepare for the Fall semester
8. Researching proposed projects
9. Directing those who inquire about how to request a space
10. Working with Astra (scheduling program)
11. Working Spring Commencements
12. Assisting in organizing Convocation
13. Expressing to clients, internal and external, as well as to the community, the Hospitality Ministry that is Conference Services and Special Events

III. Qualities Include:

1. A servant-leader committed to the mission of Eastern University and the department.
2. Seeking experience in business, communications, and customer relations.
3. To be a problem solver with a positive attitude.
4. To be organized, attentive to detail, with strong follow-through.
5. To be experienced in Microsoft Office, Google apps, and knowledgeable of the Internet.
6. To be proactive with duties and seek out opportunities to contribute to the team and the responsibilities of the department.
7. Ability to work with others, follow directions, and work well under stress
8. Ability to lift 25lbs and climb a ladder (at the same time)
9. Willingness to do manual work

IV. Job Incentives Include:

1. A dynamic team atmosphere
2. On-Campus Housing
3. Full meal plan in the dining commons
4. Hourly pay with opportunities for additional hours
5. Rewarding personal and professional growth experiences

OFFICE CONFERENCE ASSISTANT (OCA) APPLICATION FOR EMPLOYMENT

If you need help filling out this Application for Employment, please contact Conference Services. Eastern University will undertake reasonable efforts to accommodate your needs promptly. Eastern University is an equal opportunity employer. Eastern University does not discriminate on the basis of race, creed, color, national origin, sex, age, disability, handicap, marital status, or any other applicable legally protected category. No questions on this Application are intended to secure information to be used for any discrimination prohibited by applicable law.

PLEASE PRINT OR TYPE

Name (Last, First, MI)	Student ID Number
Home Address –Street	Cell Phone
City/ State/ Zip	E-Mail
Do you currently live on campus?	What is your Cumulative GPA? _____
Do you plan on living on campus in the Fall?	When do you expect to Graduate?

If hired, can you present evidence of your US citizenship or proof of your legal right to work in the US?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you willing to work SATURDAYS, SUNDAYS and HOLIDAYS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you willing to work OVERTIME?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you willing to be ON-CALL and work nights and/or emergencies?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have a driver's license?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have an Eastern University van driver's license?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you filled out the Student Summer Employment Application?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are the employment dates stated above satisfactory?	<input type="checkbox"/> YES <input type="checkbox"/> NO
What other positions have you held at Eastern University?	_____

EDUCATION

School Type	Name of Institution	Course of Study	No. of Years	Degree/Diploma?
HIGH SCHOOL				
COLLEGE				
OTHER				

PREVIOUS EMPLOYMENT RECORD

Company Name	City and State
Telephone Number	Start Date:
Reason for Leaving	End Date:
Company Name	City and State
Telephone Number	Start Date:
Reason for Leaving	End Date:
Company Name	City and State
Telephone Number	Start Date:
Reason for Leaving	End Date:
Are you currently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO	May we call your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO

REFERENCES

Please include at least one Eastern University Faculty/Staff member

Name of Reference	Relationship
Title	Company
Phone Number	Email Address

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SHORT ANSWER QUESTIONS

Please submit an additional sheet of concise typed responses to the following questions.

1. Please describe a time you worked in an office setting, and your general office skills.
 - a. (If you have not, describe why you want to)
2. In what ways can you use your strengths to perform Office Conference Assistant position?
3. What does the phrase “hospitality ministry” mean to you?
4. Why do you want to work for the Conferences department this summer?
5. Please list the days and times that are most convenient for you to have an interview.

STATEMENT

Please read the following statements carefully.

1. Eastern University is a drug-free workplace. I understand that the use, possession, distribution, purchase or sale of illegal drugs and the illegal use of drugs is prohibited during employment by Eastern University. I also understand that the use of alcohol or being under the influence of alcohol/drugs while at work is also prohibited.
2. I understand that my summer employment at Eastern University is contingent upon my maintaining good financial and academic standing with the institution. I further understand that I must have the ability and intent to register as a full-time student for the upcoming Fall semester. I acknowledge that failure to meet these conditions may result in the denial or termination of summer employment. I certify that I have read and understand this statement and agree to these terms.
3. I certify that the facts contained in this application are true. I understand that only Conference Services has any authority to make any agreement with me for any specified period of time or to guarantee job-related terms or benefits. I understand that this entire statement (both paragraphs) applies to the period before and after I may become employed. I acknowledge that I have read and understand each of the above two paragraphs (including this paragraph) as well as the entire Application form.

DATE: _____

APPLICANT'S NAME: (print) _____

APPLICANT'S SIGNATURE: _____

RELEASE AND AUTHORIZATION TO CHECK APLICANTS CREDENTIALS

I authorize Eastern University to perform all checks of my credentials and background as allowed by law, including, but not limited to, discussions with present and/or former supervisors, co-workers, friends, business associations, Student Development, and/or other individuals that Eastern University, in its sole discretion, believes may have relevant information regarding my suitability for employment.

I also authorize such other investigation as Eastern University and/or its agents and consumer reporting bureaus to verify any of this information. I authorize all former employers, persons, schools, companies, and law enforcement authorities to release any information concerning my background, and I release all said persons, schools, companies, employers, and law enforcement authorities from all liability for any damage whatsoever for issuing this information.

DATE: _____

APPLICANT'S NAME: (print) _____

APPLICANT'S SIGNATURE: _____



E A S T E R N
U N I V E R S I T Y
Conferences

(610) 341-5999

Thank you for applying, we look forward to meeting you.

****Please return to the Conference Office in person, or scan and email. The Conference Office is the stone building located at the entrance of the Gym parking lot.****

We will be scheduling interviews as we receive applications. Final due date for application is:
March 21, 2026

Don't Wait Apply Now!

For questions, please contact Marcus T. Williams at (610) 341-5999 or
Marcus.Williams@eastern.edu.