Job Description:
Conference Assistant for the Massachusetts Statewide Undergraduate Research Conference

Apply Here: https://tinyurl.com/ConfAsst2019
Conference Assistant Application Deadline: Tuesday, October 16, 2018

Role:
To assist the conference coordinator in planning and implementing the 25th Annual Massachusetts Undergraduate Research Conference on Friday, April 26, 2019

Duties Include:
• Assisting the conference coordinator in confirming and scheduling presentations
  o Work in custom online conference databases
  o Work in Excel as interface between database and online app
• Proofreading presentation materials
• Supporting coordination of information to students and faculty about conference details
  o Review and draft emails, mail merge projects, etc
• Helping organize materials, supplies, schedules, and staff assignments for the day of the conference
  o Assist with logistical documents (contact sheets, staff schedules, presenter schedules, instructions for staff with various roles and responsibilities, etc.), create 1,200+ nametags, inventory, pack and organize office supplies needed during conference
• Playing a primary logistical role during set up on April 25 and at the Conference on April 26, 2019 (approx 6:00a.m.– 6:00 p.m.)
  o Assist coordinator in event set-up and break down in the Lincoln Campus Center, ensure smooth and clear communication among event staff, trouble-shoot on site, anticipate problems during the event, and take initiative to resolve issues before they arise
• Other related duties as assigned

Minimum Qualifications:
• Detail oriented
• Exceptionally organized
• Skilled with written and verbal communications
• Proficient in use of Microsoft Office with advanced skills in Excel and Word
• Familiar with office environments and equipment (knowledge of Outlook and shared servers is a plus)
• Experience handling high stress situations with composure
• Experience with customer relations
• Available to work over spring break and full day of conference
**Preference to:** Juniors/Seniors, individuals with event planning and/or customer service experience, CHC students, and those who do not have another job.

**Compensation:** $12.00 per hour

**Time Commitment:**
- 6 – 8 hours per week during fall 2018
- 10-15 hours per week late January through mid-April 2019
- Hours **required** week of spring break
- Increased hours April 15 – 26