

Dear Applicant:

Thank you for taking the time to inquire about a summer position with the Office of Event Management/Conference Services. Last year, we experienced a very successful summer season. With the hiring of top-notch staff, we anticipate doing the same in the Summer of 2010.

Each summer, the University hosts approximately 8,000 guests from a variety of groups. It is the responsibility of our office to provide the operational services required to make each guest of the University feel right at home and to make each conference run as smoothly as possible.

The Conference Services Team serves our clients in many different ways, from making beds to coordinating their meeting facilities and arranging on-campus entertainment for the participants. If you are interested in staying on campus this summer and are not afraid of hard work in return for a competitive salary and practical work experience, this may be the position for you!

This application packet contains: an application form and job descriptions. Please return the application and letters of recommendation as soon as possible. We will begin reviewing resumes on Monday, March 8, 2010. All applications must be received no later than Friday, April 2, 2010, by 5:00PM, to the Office of Event Management/Conference Services, Student Center Room 112. Once we have received your completed application, you may be contacted to set up an interview.

If you have any questions regarding the application process, please call us at (516) 463-5067. Thank you for your time and interest.

Sincerely,

***Becky Gabriel
Associate Director of Event Management for Conference Services***