Office of Conference Services
*Position Description*

TITLE: HOSPITALITY DESK REPRESENTATIVE

The Hospitality Desk Representative will be responsible for meeting the needs of conference groups and their participants housed at Hofstra throughout the summer. We will be hiring approximately 9 Hospitality Desk Representatives for the upcoming conference season.

Basic responsibilities will include the following:

1. Assist Conference Coordinator with conference preparation.
   a) Fill out registration cards.
   b) Issue and collect keys and meal/identification cards.
   c) Assist in check-ins and check-outs at the Hospitality Desk.

2. Perform Clerical Duties, such as:
   a) Answering the telephone.
   b) Sorting and distributing mail
   c) Limited typing and filing
   d) Preparation of Welcome Packets.

3. Assist in Preparing rooms and correcting and problems associated with guest housing.
   a) Making of beds.
   b) Removal of linens.
   c) Provide linen exchange.
   d) Quality check when necessary.
   e) Lighting and furniture replacement.

4. Assist other Conference Services and Event Management staff with any other duties deemed necessary.

5. Be familiar with campus and community.

REQUIREMENTS FOR POSITION

1. Must be available for entire period of employment period of May 22 – August 31, plus the training session (TBA).

2. Employment and university summer classes outside this position must not interfere with the duties and responsibilities of Conference Services.

3. Must be able to work flexible hours including overtime, evenings and weekends. The Hospitality Desk is open 7 days a week from 9:00am – 10:00pm. The shifts are broken up into two shifts; 9:00am – 3:30pm and 3:30pm – 10:00pm.

COMPENSATION

1. $6.00 per hour. Approximately 30 to 35 plus hours per week.

2. Returning representatives will receive a $.25 increase per hour

3. Double Occupancy housing will be included.