OFFICE OF CONFERENCE SERVICES  
*POSITION DESCRIPTION*

TITLE: KEY TEAM/CHECK-IN/PIT REPRESENTATIVE

The Key/Check In/Out Representatives will be responsible for keeping an inventory of all residence hall keys. This team will be responsible for all conference check-ins/outs and will distribute keys to all registered participants. We will be hiring approximately 7 Key Team Representatives for the upcoming conference season.

Basic responsibilities will include the following:

1. Preparation of all residence hall keys prior to the arrival of a conference.
   a. Initial check of all locks and keys at the beginning of the summer.
   b. Preparing and labeling key packets for all keys.

2. Keeping an accurate key inventory.
   a. Arranging for necessary lock changes and replacement of keys.
   b. Maintaining an up-to-date key log with the correct key numbers.

3. Must be present and assist with all check-ins/outs as assigned.

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

REQUIREMENTS FOR POSITION

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

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

3. Must be able to work flexible hours including overtime, evening, and weekends.

4. Must be able to work cooperatively with 7 other people in a small office setting.

COMPENSATION

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

2. Double Occupancy housing will be included.