TITLE: HOSPITALITY CENTER REPRESENTATIVE
The Hospitality Desk Representative will be responsible for meeting the needs of conference groups and their participants housed at Hofstra throughout the summer. Duties include but are not limited to the following.

♦ Act as a liaison between the Conference group and the Hofstra Departments to ensure a successful conference.

♦ Assisting in the coordination of conference check-ins/outs and will distribute keys to all registered participants.

♦ Assist full-time Conference Coordinators with all facets of summer conferences.

♦ Review and confirm with Dining Services, banquets, coffee breaks, and any other special dining needs for the group.

♦ Review and confirm prearranged meeting space assigned to the Conference group.

♦ Make sure additional rooms are reserved if needed and all furniture and A.V. requests have been submitted by the conference group.

♦ Review and confirm prearranged athletic space with Sports Facilities and schedule any additional requests if needed based on availability.

♦ Ensure conference groups are properly welcomed.

♦ Must be on call by beeper and during off-hours to handle any emergencies when the conference group is on campus.

♦ Assist Conference Coordinator with conference preparation.
  o Fill out registration cards.
  o Issue and collect keys and meal/identification cards.
  o Assist in check-ins and check-outs at the Hospitality Desk.

♦ Perform clerical duties, such as:
  o Answering the telephone.
  o Sorting and distributing mail.
  o Limited typing and filing.
  o Preparation of Welcome Packets.
OFFICE OF CONFERENCE SERVICES
*POSITION DESCRIPTIONS*

♦ Preparation of conference group housing.
  ♦ Making beds.
  ♦ Removal of used linens.
  ♦ Provide linen exchange.
  ♦ Quality check upon arrival and departure of guests.
  ♦ Lighting and furniture maintenance and replacement.
  ♦ Aid in correcting any problems associated with guest housing.

♦ Be familiar with the campus and community.

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

REQUIREMENTS FOR POSITION
♦ Must be able available for the entire employment period of May 21 – September 1, including the training session (TBA).

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

♦ Must be able to work flexible hours including overtime, evenings and weekends.

COMPENSATION
♦ $6.50 per hour. Approximately 30 to 35 plus hours per week.
♦ Returning representatives will receive a $.25 increase per hour
♦ Double occupancy housing will be included.