OFFICE OF CONFERENCE SERVICES
*POSITION DESCRIPTIONS*

>Title: Key Team/Check-In/Out Representatives

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:
♦ Preparation of all residence hall keys prior to the arrival of a conference.
♦ Initial check of all locks and keys at the beginning of the summer.
♦ Preparing and labeling key packets for all keys.
♦ Keeping an accurate key inventory.
♦ Arranging for necessary lock changes and replacement of keys.
♦ Maintaining an up-to-date key log with the correct key numbers.
♦ Must be present and assist with all check-ins/outs as assigned.
♦ Assisting 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.

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

**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.