Student Administrative Assistant  
**Employment Period: Year-Round**  
Conference & Event Services, Colorado State University

Colorado State University Conference & Event Services (CES) offers students an opportunity to work in one of the leading university conference operations in the country. As a paid part-time employee, you are part of a professional conference and event services team. You will be working under professional staff as an administrative assistant and working one-on-one with conference participants as well as campus and community partners.

**Job Responsibilities & Duties**
- General office and clerical duties including: answering phones, greeting guests, directing office traffic, responding to emails, producing & updating forms, office inventory, filing, etc.
- Manage, track, and input information into various databases
- Occasional on-site check-in assistance for conferences (may require some same-day travel)
- Preparation for on-site conference registration: stuffing & printing name badges, ribbons, tickets, conference portfolios, etc.
- Conference participant data entry, invoicing, receipt distribution
- Communicate conference/event information to participants
- Management of the summer Guest Housing Program: taking reservations, payments, room assignments, etc.
- Delivery, set-up, and pick-up of a/v and other equipment
- Emergency set-up and/or clean-up of meeting space
- Act as an ambassador to conference/event guests for the University and Conference & Event Services
- Provide front desk assistance and coverage for the Registration Coordinator
- Special projects as assigned by professional staff
- Other duties as assigned

**Desired Qualifications**
- Open to all majors
- Strong commitment to customer service
- High level organizational skills
- Professionalism expressed in actions and appearance at all times
- Strong oral and written communication skills
- Highly flexible and willingness to handle a wide variety of tasks in a detail oriented fashion
- Self-motivated, self-confident, and resourceful
- Willingness to learn and adapt
- Ability to problem-solve
- Able to work effectively as a supportive team member
**Requirements**
- General office and clerical experience
- Proficiency with Microsoft Office (specifically Outlook, Word, & Excel)
- Customer service training and experience
- Ability to perform duties with attention to detail and accuracy
- Must be a CSU student with a minimum cumulative grade point average of 2.5 at time of application
- Must be in good disciplinary standing with the University
- Must be available for the hours listed below beginning mid-January 2016
- Must have a valid driver's license
- Must successfully pass a background check and a department of motor vehicle screening

The position begins mid-January 2016 with approximately 5-10 hours of work per week until March, 12-15 hours per week through the remainder of the spring semester, and 40 hours per week May 16th – August 19th.

This position is on-going and does not have an end date.

**Compensation**
Conference & Event Services Administrative Assistant begin pay rate of $8.32 per hour.

**Educational and Work Experience Benefits of the CES Administrative Assistant**
This position offers office management and customer service experience that is applicable to the hospitality and event industry. It provides the opportunity for skill advancement in teamwork, software, problem-solving, organization, and a wide variety of others.

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Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.