

Position Description for **Night Associate**

Reports To	Assistant Director of Hospitality
Period of Employment	May through August
Hours	Various hours during the summer fluctuating between 30-40 hr/wk. Overtime may be required during peak occupancy.
Compensation	\$9.25 per hour plus summer housing. Wage increases to \$9.75 on 7/1/17.
Requirements	A valid driver's license.

The Night Associate (NA) is responsible for the coordination of the Summer Conference Hospitality Desks that are open between 12 am and 6 am. The Night Associate will work three to four days a week and some weekends may be required. The NA will have a thorough knowledge of desk operations and be familiar with the policies and procedures of Conferences & Visitor Services.

Specific Responsibilities:

A. Administrative Duties

1. Transport Hospitality Assistants to and from their graveyard shifts (12am-6am) at the Summer Conference Hospitality Desks on campus.
2. Find replacements for missed/vacant graveyard shifts.
3. Act as a resource for the summer guest and staff members, serve as a link in emergency situations.
4. Oversee supervision and maintenance of all hospitality desks in assigned community.
5. Conduct spot checks of the hospitality desks during shift.
6. Ensure Check In/Check Out Sheets, keys, and access cards are properly maintained and secured at the desk.
7. Provide administrative support as required.
8. Perform special projects as assigned.

B. Conference Administration

1. Document any problems that occur using an Incident Report.
2. Evaluate staff performance and document unsatisfactory behavior.

C. Duty System

1. Carry a cell phone for the entire summer period.
2. Respond to all calls and ensure phone is in working order.
3. Serve as a member of the hospitality rotation duty schedule.

D. All Other Duties as Assigned