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**