

SUMMER CONFERENCE ASSISTANT JOB DESCRIPTION AND APPLICATION INSTRUCTIONS

Job Description

Summer Conference Assistance (SCAs) are responsible for the safety, well-being, and comfort of the campers and conference attendees while they are on campus, as well as ensuring that every camper and conference attendee has a positive and memorable experience. As representatives of Georgia College and the Department of University Housing and Residence Life, a high standard of behavior and professional conduct is expected.

Responsibilities

- Check in and checkout camp and conference attendees
- Ensure clean rooms and common areas
- Maintain an evening service desk in halls where visitors are residing
- Remain in buildings overnight when camps and conference attendees are present
 - The SCA staff will also be responsible for summer school duty coverage on a rotating schedule

Work Timeline and Compensation

The SCA position begins in late May, with SCA training and ends in early August. SCAs will work a total of 9 weeks.

The compensation package includes a room waiver and hourly rate of \$9.65 (paid bi-weekly for 19 hours per week), totaling \$1650 for the summer.

Application Instructions

To apply for the SCA position, please complete the supplemental questions found [HERE](#), and then upload them when filling out the application found [HERE](#).

Additional Information

The SCA position can be time consuming during different periods over the summer. Because of this, students taking minimal course loads and those not working outside jobs will be given first consideration. Completing and turning in an application does not guarantee an interview. After careful consideration, the Conference Coordinators will contact applicants and arrange interviews.

If you have any questions, please contact University Housing at 478-445-5160.