

Posted: January 14, 2019



POSITION ANNOUNCEMENT

TITLE: SUMMER CONFERENCE INTERN

DEPT: RESIDENTIAL LIFE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$10.00 plus housing

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

***INTERNAL POSTING THROUGH:** January 22, 2019* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

The Summer Conference Intern works with the office of Residence Life & Conference Services to deliver higher quality services to conference guests who stay at New Mexico Tech during the summer conference season. Responsibilities include but are not limited to, daily conference support, coordinating with custodial and maintenance staff, linen service, customer service, conference group check-in and check-out and additional duties as assigned.

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, basic composition and math. Experience working in a college setting desired. Experience working in Residential Life or Summer Conference desired.