

## Conference Housing Registration Assistant

### JOB SUMMARY:

The Student Union and Event Services office serves to assist students, faculty and staff, and nonuniversity clients in ensuring that access to and use of Campus Life Facilities runs as smoothly as possible. The office is responsible for the management of the scheduling and reservation process for all the facilities within Campus Life. These facilities include the Student Union, the Student Recreation & Wellness Center, the Student Services Complex, Campus Housing, and University Green Space. The main mission of the office is to provide a structured one-stop location for those groups or individuals planning meetings and/or events within Campus Life Facilities. The role of the Registration Assistant will be to assist with day to day operations of reserving the North Tonopah Suites and to be a support to the Conference Housing Coordinator, Conference and Event Coordinators, and the Assistant Director for Facilities and Operations. The Registration Assistant will be asked to complete a variety of tasks, not limited to: reservation data entry, reservation updates, special office projects, errands around campus, answering phone calls, processing data, email correspondence, etc.

### DUTIES AND RESPONSIBILITIES:

- Provide customer service to guests of Tonopah North and other Campus Life facilities.
- Provide daily support through filing of completed reservations, assisting with campus errands, completion of special projects, email correspondence, etc.
- Serve as the initial contact for guests requesting rooms in the Tonopah North Guest Suites.
- Responsible for completion of reservations requested through the Kx B&B, including updating the scheduling database Kx Residential.
- Attend weekly meetings with supervisor and/or coworkers to discuss job responsibilities and development topics.
- Have a comprehensive knowledge and adhere to all Campus Life, UNLV policies and procedures, know all emergency policies and procedures.
- Perform all other duties as assigned.
- Attend mandatory annual Rebel Way department training.

### MINIMUM QUALIFICATIONS:

Ability to perform all duties and responsibilities as outlined above. In addition the employee must possess: excellent written and verbal communication skills; flexibility in academic schedule to work on a regular basis; self-motivation; ability and willingness to understand and use computerized scheduling software; strong organizational skills; ability to work as an effective member of an office team. Must be enrolled in 6 or more credit hours and must maintain a semester GPA higher than 2.00 and a Cumulative GPA higher than 2.25 to maintain your position. No previous experience is needed for this position. Registration Assistants should be able to come away with such skills as: attention to detail; accuracy; customer service skills, organizational skills; conflict resolution; and communication.

**Salary:**

\$8.25 per hour (Max 20 hrs per week)

**Estimated Hours of Work Per Week:**

20

**Contact Person:**

Melissa Hengst, Conference Housing Coordinator  
895-5645