

UNIVERSITY OF DALLAS

Conference & Event Services Conference Assistant

JOB POSTING INFORMATION

Job Description/Duties:

This position assists with operational management of conferences and camps – mostly supervising activities & handling lock outs.

Skills Required:

- Experience working with youth and young adults preferred
- Ability to adapt to a fast-paced environment
- Ability to handle multiple tasks
- Service oriented

Required Hours:

Weekdays, including afternoons and evenings, some weekends.

Eligibility:

Undergraduate and Graduate Students

HIRING SUPERVISOR CONTACT INFORMATION

Contact Name:	Kelly O'Neal
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APPLICATION PROCEDURE

Email

Call