



# CONFERENCE AMBASSADOR

## CONFERENCE & EVENT SERVICES

### SUMMER INTERNSHIP

#### OVERVIEW

Conference & Event Services provides logistical support for events held at William & Mary. Student Ambassadors support William and Mary's full-time staff in supporting clients through event coordination, guest relations, administrative support, and manual labor. Ambassadors will represent the University in a high-visibility position as they aid clients and campus visitors. Ambassadors receive complimentary housing for the duration of the summer work session in addition to hourly pay up to 40 hours per week.

#### POSITION DESCRIPTION

Ambassadors prepare event materials, complete administrative tasks, care for groups in their meeting spaces, inspect and prepare residence halls for group housing, and provide ongoing guest service. Ambassadors need the ability to perform physical labor (lifting moderate weight of 25-75 lbs.) and willingness to work outside. Ambassadors work irregular work schedules to include nights and weekends.

Common tasks include:

- staffing the front desk
- inputting client information into conference software
- maintaining filing systems
- responding to guest inquiries via email and phone
- housekeeping duties such as laundering and setting linen, emptying trash, and stocking supplies
- staffing group check-ins and checkouts
- responding to lockout calls
- inspecting buildings for cleanliness and safety
- assessing damages in buildings
- providing technical assistance

#### RESPONSIBILITIES



Event Set-Up



Guest Support



Administrative Tasks

#### EDUCATION/EXPERIENCE

W&M Undergraduate students. Applicants must display a high level of professionalism and organization and a willingness to contribute positivity and a strong work ethic to a team.

#### HOW TO APPLY

[Conference & Event Ambassador Application](http://bit.ly/2EjCfg5)