

## PSAC Job Description

<b>Job Title</b>	<b>Conference Attendant</b>	<b>Rate of Pay</b>	In accordance with CA
<b>Classification</b>	Student Assistant I	<b>Approved</b>	April 2024

### Job Summary

To provide assistance to conference organizers in various faculties to ensure a smooth conference experience for participants. Their tasks will be specific to the given faculty/department and associated conference or event.

### Primary duties:

1. welcome desk duties: greet participants, hand out nametags, welcome packages, orient visitors to the building
2. room monitor duties: ensure technology is working correctly, assist presenters to connect to technology
3. monitor Zoom chat for questions during Question Period
4. general duties: assist with set-up, tear-down, run errands as needed on campus, make note of problems and report accordingly
5. help provide solutions as able
6. other relevant duties as assigned

### Qualifications

#### Skillset:

1. Little to no advanced skills or judgment
2. Take direction, follow instruction and work under close supervision
3. Ability to organize work and pay attention to details
4. Ability to work courteously with the public
5. Ability to communicate clearly and effectively
6. Knowledge of second language (eg. French) is an asset
7. Physically able to set-up and tear-down as requested

#### Education:

1. Preference given to current Brandon University student, first year undergraduate is acceptable in the given Faculty/department

#### Experience:

1. Working experience of Zoom functions is an asset
2. Experience working with the technology within the specific faculty's building is an asset

### Working Conditions

1. Work is completed under close supervision
2. Working hours may include day, evening or weekend shifts
3. Available for training on the use of equipment prior to event/conference

### Alternate Job Titles may include:

1. Conference & Events Assistant
2. Events Assistant
3. Conference Assistant