Position Summary:
The Conference & Event Services (CES) office is the primary resource for those interested in holding seminars, conferences, workshops, or special events at Princeton University. CES manages the logistics for each client’s program, including booking meeting space and providing housing and food. Each summer, CES staff members work on over 120 conferences and events as well as 60 sports camps run by Princeton’s varsity coaches.

We are hiring 12 general account representatives and 6 sports camps account representatives to provide support to our summer operation from June-August 2010. Account representatives, with the guidance of the full-time CES staff, work with clients to ensure they have a positive experience before, during, and after their program. An account representative must be friendly, enthusiastic, and have strong customer service skills, as s/he interacts with clients on a daily basis. An employee must be able to take direction from multiple supervisors while working both independently and as a member of a task force team. It is crucial that an account representative be organized, calm under pressure, and flexible as this job varies from day to day.

Account representative tasks include: serve as a resource and contact for clients; conduct efficient check-in and check-out processes; handle administrative duties in the office (e.g. copying, filing, answering telephone calls, etc.); troubleshoot when problems occur; inspect residential facilities to ensure dormitories are ready for each camp/conference; maintain accurate records and track expenses associated with events; prepare conference/camp materials (e.g. maps, folders, linen packets, rosters, etc.); drop off and pick up linen; process payroll and other financial paperwork; line grass fields and move sports equipment (sports camps only); work outdoors in a variety of temperatures and environmental conditions; set up tables, chairs, and signs for special events; enroll campers and conference attendees using online software; attend all staff trainings and meetings; serve as a liaison between CES and other on-campus departments.

We expect a great deal from our account representatives and recognize that this job requires hard work. However, we promise you a memorable learning experience, leadership and analytical skill development, opportunities to interact with a diverse group of people, and a fun work environment.

Essential Qualifications:
- HS Diploma and completed at least one year of college
- Willingness and ability to work a non-traditional schedule, with an average work week of 40+ hours, including evenings and weekends
- Strong oral and written communication skills
- Proficiency in Microsoft Office (Word, Excel, Power Point)
- Must not enroll in summer classes or hold another job during employment term
- Ability to lift 20-50 pounds occasionally (e.g. move sports goals on field, set-up tables and chairs for events)
- Must live in college-provided housing occasionally (e.g. move sports goals on field)
- Must be eligible to work in the United States
- Final candidates will be required to pass a background check

Preferred Qualifications:
- Interest in conference planning, hospitality, public relations, youth programs, and/or sports camp management
- Valid driver’s license

Dates of Employment: June 6th through August 14, 2010 (Note: Vacation time is extremely limited and requests will be evaluated on a case-by-case basis)

Pay Rate: $9.50 per hour. Dorm room and meal plan are provided.

Application Deadline: Please submit your resume and completed job application no later than Friday, February 12, 2010. Phone and/or in-person interviews will be granted to candidates who make it to the final round in the application process.

Information: Please contact Suzette Escobar at sescobar@princeton.edu or (609) 258-3901 if you have any questions.
Name: _________________________________________________________________________________________________

Current Address: ________________________________________________________________________________________
Permanent Address: ______________________________________________________________________________________

Current Telephone #: _____________________________ Permanent Phone #: ___________________________

Email Address: __________________________________________________________________________________________

College/University: ______________________________________________________________________________________

Current Year in School: 1 2 3 4 Expected Graduation Date: _________________________

Major: ________________________________________________________________________________________________

Minor (if applicable): _____________________________________________________________________________________

Reference Contact Information – please include the names of two references (e.g. professor, work supervisor, volunteer site supervisor, sports coach) that know you well and can testify to your work ethic and character. Note: References will only be contacted if you receive a phone or in-person interview.

Name: _________________________________________________________________________________________________
Position: _______________________________________________________________________________________________
Phone #: _______________________________________________________________________________________________

Name: _________________________________________________________________________________________________
Position: _______________________________________________________________________________________________
Phone #: _______________________________________________________________________________________________

Please respond to the following sentence on a separate sheet of paper.

Describe any experiences or skills you have acquired from previous employment or volunteer positions that would be relevant to the Account Representative position.

Signature of Applicant: ______________________________________________ Date: _____________________________

Applications (including completed application form and resume) are due to Suzette Escobar at Conference and Event Services by Friday, February 12, 2010. Candidates that send applications through the mail are advised to do so early, as late applications may not be accepted.