

SUMMER STUDENT JOB OPPORTUNITIES WITH CONFERENCE SERVICES

Conference Services invites applications from qualified students to fill the following positions for the upcoming conference season: April 24th to Augusts 29th, 2025. Positions require that applicants be enrolled this academic year or accepted to study at Memorial in September 2025.

Please submit a cover letter and your CV (including two references) to Peter Davis, Conference Services Manager by email at gconferenceservices@mun.ca.

Deadline: Friday April 11th, 2025 (before midnight)

CONFERENCE SERVICES SUMMER STAFF (6 positions available)

(Scheduled as required in May and June and will develop into full-time in July and August)

The chosen candidates will be expected to cover and help with all of the responsibilities below:

Front Desk

Receive and process reservations for accommodations; respond to inquiries; receive payments; reconcile daily receipts; issue keys; prepare daily accommodation reports (in-house, arrivals, departures etc.); issue linens; ensure adequate supplies; other duties as required.

Laundry

Ensure adequate supplies of linens for guest rooms; coordinate and perform laundry services; transport linens to and from laundry room; restock storage areas; other duties as required.

Room Set-Up and Events Set-up (occasionally)

Prepare rooms and make beds prior to the arrival of guests; liaise with laundry worker regarding linen supply; transport linens to and from residence and apartments; inspect rooms; other duties as required. Move and arrange tables, chairs, staging, equipment for conferences and events; deliver and retrieve tables around campus.

Qualifications, Skills, Experience and Attributes:

- Experience working in client service, retail or the hospitality industry
- Customer oriented individual and a team player
- Experience working with conference groups or event planning
- Strong oral and written communication skills are essential with knowledge of business communications
- Strong computer skills are required
- Attention to details is required
- Ability to prioritize work, manage multiple tasks and meet deadlines
- Bilingualism is an asset
- Experience with laundry equipment is an asset
- Willing and eager to work shift work/flexible hours, including evenings and weekends and to perform manual/physical work

Remuneration:

The Conference Services staff will be paid an hourly wage of \$18.25

For more information, please call 637-6255 or email us at gconferenceservices@mun.ca