



Summer Positions

with RPI's Office of Conference Services

If you are organized, responsible and detail oriented, able to initiate and complete projects effectively, and a good problem solver, one of these positions may be the perfect summer job for you.

Summer Conference Coordinator (6 full-time positions) Search #20080110

- Responsibilities include managing logistical and administrative operations for conferences
- Compensation includes competitive stipend, free room, and local phone

Summer Office Coordinator (13 part-time positions) Search #20080111

- Good fit for someone taking summer classes or on co-op/internship, etc.
- Average 17 hours per week (scheduled evenings and weekends)
- Provide office support to conference staff
- Compensation includes an hourly wage, free room and local phone

Applicants must be currently enrolled as full-time Rensselaer students and returning as full-time students for Fall 2008. All staff must reside in OCS summer residence hall during the conference season. Applications and job descriptions are available on-line at <http://rpijobs.rpi.edu>. If you encounter difficulty applying on-line, please contact Human Resources at hmail@rpi.edu or (518) 276-6994 for assistance. Rensselaer is an Equal Employment Opportunity/Affirmative Action Employer.

For questions please contact Norris Pearson, Manager of Conference Services, at (518) 276-6694 or pearsn@rpi.edu.

Application Deadlines
Conference Coordinators – March 7
Office Coordinators – March 21