

Title: Conference Assistant (Casual)

Compensation: \$22.00 / hour

Time Commitment: average of 4 hours per day

Term: 1 October 2024 – 6 October 2024

Closing Date: September 11, 2024

The Department of History and Global History Initiative is currently seeking Conference Assistants. This position will support the 2024 Global History: Remapping Categories and Concepts conference in early October 2024.

Responsibilities include:

- Welcoming invited conference speakers and assisting with their departures. This involves meeting guests at the Hochelaga Inn and assisting them bring their bags to their rooms as necessary. This could include meeting guests at the train station.
- Assisting with setting up rooms for conference proceedings and lunch. This involves moving tables and chairs.
- Supporting the overall coordination of the conference. This involves assisting other organizers with setting up lunch, coffee, and helping guests find their way around campus.

Skills & Abilities:

- Excellent organizational skills
- Ability to move chairs and tables
- Ability to carry luggage up stairs
- Ability to carry out instructions without direct supervision

Important Dates:

- Welcoming guests
 - October 1-3, 2024
- Conference set up
 - October 2, 2024
- Conference proceedings
 - October 3-4, 2024
- Guest departures
 - October 5-6, 2024

On-site support for events is a crucial aspect of this position. Applicants should ensure they are available to attend the majority of the above events prior to submitting an application. Some flexibility around conflicts with class time can be accommodated.

If this position sounds like a good fit for you, please provide a resume and cover letter to Amitava Chowdhury (global.history@queensu.ca) by September 11, 2024. All applicants will be contacted regarding the results of the search.