

SUMMER STUDENT JOB OPPORTUNITIES WITH CONFERENCE SERVICES

Conference Services invites applications for Summer Student Staff (6 positions) for the upcoming conference season (April – August 2026). Applicants must currently be enrolled in studies or have been accepted to study at Memorial University beginning September 2026.

Interested applicants should submit a cover letter and CV (including two references) to:

Peter Davis - Conference Services Manager

Email: stayatgrenfell@mun.ca

Application Deadline: Friday, March 27, 2026 (before midnight)

Work schedules will be **as required during May and June**, with positions transitioning to **full-time hours in July and August**.

Successful candidates will assist with a variety of operational duties supporting summer accommodations and conference events on campus, including:

Front Desk Operations:

Receive and process accommodation reservations; Respond to guest inquiries and provide customer service support; Receive and process payments; Reconcile daily receipts; Issue room keys and linens to guests; Prepare daily accommodation reports (in-house guests, arrivals, departures, etc.); Ensure adequate supplies are maintained; Perform other related duties as required.

Laundry Services:

Ensure adequate linen supplies are available for guest rooms; Coordinate and perform laundry services; Transport linens to and from the laundry room; Restock linen storage areas; Perform other related duties as required.

Room Set-Up and Event Support (Occasional):

Prepare rooms and make beds prior to guest arrival; Liaise with laundry staff regarding linen supply; Transport linens to and from residence buildings and apartments; Inspect guest rooms prior to occupancy; Assist with conference and event set-ups, including arranging tables, chairs, staging, and equipment; Deliver and retrieve event equipment across campus.

Qualifications, Skills, and Experience:

- Experience working in **customer service, retail, or hospitality environments**
- A **customer-focused attitude** and strong teamwork skills
- Experience assisting with **conference groups or event planning** (an asset)
- Strong **oral and written communication skills**
- Solid **computer skills**
- Strong **attention to detail**
- Ability to **prioritize tasks, manage multiple responsibilities, and meet deadlines**
- **Bilingualism** is considered an asset
- Experience operating **laundry equipment** is an asset
- Willingness to work **flexible shifts**, including evenings and weekends
- Ability to perform **physical/manual tasks**

For More Information

Phone: (709) 637-6255

Email: stayatgrenfell@mun.ca