



UC San Diego Conference Services

Q: Why is housing available at a reduced rate, and what is that rate?

A: *Housing is offered for the convenience of living near work. It is not required to stay on campus. Housing cost is set at a daily rate: Double \$10.25, Single \$12.25.*

Q: What shifts are available?

A: Conference Clerks (Desk Clerk)

Standard shifts are available daily as follows:

Shift 1: 7:30am – 12:30pm

Shift 2: 11:30am – 4:00pm

Shift 3: 3:30pm – 8:00pm

Shift 4: 7:30pm – 12:00am

Shift 5: 11:30pm – 7:30am

Variable shifts scheduled in addition to the above shifts based on necessary coverage and workload for each location

Accounting Clerk:

8:00am – 4:30pm, Friday – Tuesday (Wed & Thurs off)

Database Clerks:

8:00am – 4:30pm, Wednesday – Sunday (Mon & Tues off)

8:00am – 4:30pm, Friday – Tuesday (Wed & Thurs off)

Administrative Support (Student Leads):

Variable between the hours of 7:30am and 12:00am

Q: Will I have to work on the weekends?

A: *All clerk shifts work at least one weekend day.*

Q: Is training mandatory?

A: *Yes! May training includes two Saturday dates (5/16 & 5/30) and one evening date.*

Q: What is provided in the Clerk apartments?

A: *Apartments are basically furnished as provided during the academic year. A bed is provided in a single-gendered, shared apartment with other conference employees.*

Q: When do I get paid?

A: *Clerks are paid biweekly for previous pay period's hours.*

Student Leads are paid at the beginning of the month for the previous month's hours

Q: Why do I need a valid Driver's License?

A: *CA driver's license is necessary when driving conference mobile carts.*

Q: What is the start date and end date for this job?

A: *This job will start on Monday, June 15th, and will end the second week of Sept.*