



UNM

Residence Life & Student Housing

Conference Guest Assistants



Conference Guest Assistants (CGAs) are an integral part of the Residence Life & Student Housing summer conferences program.

CGAs are live-in staff members that are required to live in the University residence halls for the summer

term in order to provide quality service to our on-campus guests.

Their primary duties include the following:

- Provide excellent customer service and support to conference guests and attendees
- Serve as point-of contact for Conference Leaders
- Confirm arrangements, assign rooms, coordinate check-ins/outs, and bill conference groups

- Perform on-call duties to respond to 24-7 needs
- Ensure that on-campus guests have a quality experience in the University residence halls

The CGA position is a great summer experience for UNM students seeking exposure to a diverse population of individuals. The CGA position builds teamwork skills and allows for a high level of responsibility.

If you are interested in becoming a CGA, we encourage you to:

- Live on-campus
- Demonstrate a strong ability to work with others

CGA recruitment begins around March-April of each year.

CGAs are compensated at \$9.50 per hour and a free residence hall room for the summer term.

