



# We are hiring Conference Assistants

## Are you looking for work in the summer vacation?

We require Conference Assistants to work for Commercial Services in the Conference & Catering team from mid June to mid September.

Your role will be to assist with any requests the conference organiser has from arrival to departure, ensuring the overall smooth running of the conference. This could include assisting delegates' registration, showing them to their accommodation, providing directions on campus and photocopying.

You will also be working as part of a team with colleagues in Conferences & Catering and Residential Services.

Applicants should have a reasonable knowledge of the campus, have a good standard of verbal and written English, be outgoing, flexible and be able to work under their own initiative with good communication skills.

Full training is available for the right candidate.

Hourly rate is £12.61.



To apply, please email your CV and covering letter to:

[Sales-office@rhul.ac.uk](mailto:Sales-office@rhul.ac.uk)  
FAO Helen Earwaker by  
Sunday 19 May.



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