



LEHIGH

UNIVERSITY™

Dear Applicant:

Thank you for your interest in a position with the Office of Conference Services for the summer of 2011. We have a full schedule of summer conferences and events planned and we are looking for motivated, hardworking students to assist with making our conference season successful.

The application deadline is Wednesday, March 16, 2011. Once all applications have been screened, we will contact selected individuals for personal interviews. Our goal is to have final decisions for all positions made during the week of April 11th.

The dates for summer employment will be Monday, May 16, 2011 through Monday, August 22, 2011. The pay rate for all first-time summer employees (excluding supervisors) is \$8.00/hour. Additionally, housing for staff will be available in one of our University residence halls at a minimal cost for those who are of college –age (i.e. completed one year of college).

Please carefully review the application information. If you have questions, feel free to call us at (610) 758-5306 or email at inocssum@lehigh.edu. Additional information regarding the summer positions is available at www.lehigh.edu/~inocs/jobop.shtml. Thank you again for your interest in our program.

Sincerely,

Mary Kay Baker
Director of Conference and
Special Housing Programs

Enclosure