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I am excited to be applying for the opportunity to work as a Resident Conferences Program Coordinator at Oregon State University. I really love the OSU Community and would be excited to engage with conference guests visiting our campus and help provide them a safe, welcoming and positive experience. I will briefly discuss how my background in Student Life, Housing and Event Management would allow me to provide excellent customer service and excel in this role.

During my MBA I worked at the Career Development Center as the Employer Relations Graduate Assistant. After graduation I worked for two years in the Office of Student Life. In these roles I helped hire, train and supervise our team of undergraduate students. A major portion of my position was working on a team that ran large events like the Career Expos, which are attended by hundreds of employers and thousands of students. I was involved with all of the logistics including billing, event management, supervision and being a first point of contact with employers to make sure every aspect of their visit was positive. I also have two years of experience working on the Resident Council for College Housing Northwest and almost three years experience at Valley Catering where I worked while I was in school.

I love helping people and what really stands out to me about this opportunity is how much of a difference this role can make for so many people who may be coming to our campus for the first time. These guests could become future students, staff or faculty and my goal would be to work with the Housing and Dining team to ensure everyone feels welcome and connected even if they are just here for one night. A few ways I would do this is to create a positive environment for the student staff making sure they are excited about the work they are doing and feel supported. I also have a love for technology and feel that properly utilizing technology can greatly improve the logistics and administration of handling the high volume of guests coming to campus during peak times. A simple example of this was I helped our Department purchase a number of iPads which allowed our undergraduate students to check in visiting employers from anywhere on campus. We also used these to allow students and employers to take surveys and gain feedback that could be utilized to understand areas for improvement.

My goal would be to make every person who visits and stays on campus feel welcome and well cared for. I am confident that my background would allow me to create a positive environment and allow me to handle a job that would need strong organizational and time management skills. I have a lot of ideas I would love to bring to this role and hope I am able to speak more about my interest in this position.

Thank so much,  
David Vasquez