

JOB DESCRIPTION - EVENT SERVICES ASSISTANT

JOB SUMMARY: The Event Services Assistant is responsible for the preparation, cleaning, and physical setup for all meetings and events in the Union.

SUPERVISION: This position reports directly to the Union Housekeeping Crew Leader and Assistant Director of the Union.

HOURS: 10-15 hours per week; flexible

QUALIFICATIONS:

1. Dependability
2. Ability to follow-through on tasks until completion
3. Attention to detail
4. Ability to take direction
5. Punctuality
6. Positive image and tidy appearance
7. Knowledge of campus resources and AV equipment a plus
8. Ability to lift and move furniture
9. Ability to work independently with little supervision, as well as part of a team with other Union staff
10. Effective communication skills
11. Willingness to work and learn
12. Scheduling flexibility; Ability to work weekdays, evenings and weekends
13. Maintain a both a semester and cumulative G.P.A. of 2.0

RESPONSIBILITIES:

1. Ensure that all room and event setups are completed as listed in the reservation book.
2. Setup tables, chairs, staging, etc. as necessary to meet the needs of Union guests.
3. Lock and unlock meeting rooms.
4. Set up and operate AV equipment, sound systems, slide and video projectors, etc.
5. General light cleaning including, but not limited to: sweeping, mopping, vacuuming, dusting furniture and ledges, cleaning windows, emptying trash and other cleaning duties as assigned.
6. Maintain facilities and equipment in good operating condition.
7. General basic maintenance of facilities including, but not limited to: basic, simple repairs, equipment assembly, changing light bulbs, etc.
8. Return any AV equipment to tech closets upon completion of events and store equipment properly. (Ensure that wires are neatly coiled, all equipment is readily accessible upon walking into the closet, etc.)
9. Moving boxes, equipment, furniture etc. into or out of storage.
10. Report all facility or equipment problems to the supervisor.
11. Attend any scheduled meetings and training sessions.