

EVENTS ASSISTANT

JOB SUMMARY: The Events Assistant is the first point of contact for room reservation related matters. He/she is a key player in the pre and post planning and execution of events in facilities managed by Student Center Operations.

Supervision: This position reports directly to the Event Coordinators. Cross-supervision is provided by other full time staff.

SCHEDULE: This position requires flexible availability including early mornings, late nights, weekends and during some breaks. Typically, Events Assistants will receive 16-20 hours per week and will work no more than 30 hours unless special notice has been given. At no time should any student staff member work overtime without prior approval from their direct supervisor.

Responsibilities include, but are not limited to:

- Fulfill reservation requests using 25 Live
- Triage events to the appropriate event coordinator
- Be aware of event schedule and building activity
- Assist in preparing pre and post planning meeting files (estimates, diagrams, etc.)
- Conduct planning meetings in the absence of Event Coordinator
- Coordinate orders for additional/outsourced services
- Act as a liaison for event needs with vendors and other campus entities
- Enforce policies and procedures related to reservations
- Assist in the billing and collections process
- Act as onsite event manager during an events
- Attend mandatory meetings, trainings, events and complete in-service curriculum requirements
- Perform other duties as assigned

QUALIFICATIONS:

- A cumulative and term GPA of 2.5 or better at the time of application. A per semester GPA of 2.5 or better must be maintained throughout employment.
- Prior customer service experience
- Demonstrated ability to work independently
- Basic computer skills
- Event planning experience strongly preferred