

STUDENT EMPLOYEE JOB DESCRIPTION

EVENT SERVICES

Setup Student Assistant Lead

General Job Summary:

This job is physically demanding and entails setting up and breaking down of various meetings (workshops, conferences, lectures, luncheons, dinners, special events, etc) in the Memorial Student Center (MSC), Rudder Tower, Koldus Building, All Faiths Chapel, and the Music Activities Center (MAC).

1. Duties and Responsibilities:

- Greet guests and visitors at UCEN meeting room facilities and public areas to provide excellent customer service. Provide patrons with information on a client's reservation for space to help sure events that occur are successful and safe. In addition, staff is there to take care of the issues as they arrive to make sure our clients' needs are being met.
- Service facilities by setting up and tearing down equipment needed for meeting rooms in a diverse set of spaces ranging from small pre-set conference rooms to large multipurpose space. Equipment being used include but not limited to chairs, tables, stages, podiums, ramps, and linens
- Ability to identify, read and relay time sensitive sets/tear down of equipment based off Event Management Systems (EMS) or 7 Points, daily work order system.
- Unlock and lock meeting rooms as determined by same daily work order system. Holds keys to meeting rooms and storage rooms to help student staff to retrieve equipment. Occasionally, staff will help secure facilities.
- Answer radio as needed, be able to communicate effectively with customers and workers within our working group so event details are relayed accurately and in a timely manner.
- Ability to work in a team environment to accomplish work in a timely, effective and precise manner.
- Work events in the University Center. Provide facility supervision during events to keep both the occupants and facility safe and provide the client with the ability to have successful events by making sure the needs that we can provide are being met.
- Lead teams of students in setting and tearing down large sets that occur in UCEN facilities. Understand the set requirements for all spaces in UCEN facilities.
- Train student staff on standard set requirements for UCEN facilities and help monitor sets to determine accuracy. Help train staff on proper placement and usage of equipment. Re-train as necessary.
- Trains new student employees on the When to Work schedule system, Lasso,



TrainTraq, Work Day and all other day-to-day activities, to include Event Services standard policies and procedures.

- Assists in the creation of work schedules and work assignments on a daily basis for all Event Services setup student worker positions.
- Assists in the interviewing of Student Worker position candidates.
- Trains new student employees on the When to Work schedule system, TimeTraq, TrainTraq, and all other day-to-day activities, to include Event Services standards and policies and procedures.
- Must be able to work evenings, weekends and/or special events as needed.
- Must have the ability to lift/carry items weighing at least 50 pounds.
- Must be able to submit hours in Lasso for hours worked at the end of every shift. Lasso must be accurately entered and match the time recorded on time cards.
- Complete general clerical work as assigned.
- Must be able to work a minimum of 15 hours per week.
- Occasional duties include cleaning tables/chairs and facilities store room.
- Complete weekly facility walks to identify broken and misplaced equipment
- Perform related duties as required and needed.
- Other duties as assigned.

2. Work Schedule

Shifts are in 4 – 6 hour increments

Saturday – Sunday: 7:00am – 1:00am

At least 3 shifts a week are required

3. Adhere to all TAMU rules and regulations and abide by the Aggie Code of Honor.

4. Minimum Qualifications:

- Strong verbal and written English skills and speaking skills
- Computer experience required
- Ability to perform all duties as outlined above
- Work a minimum of 15 hours per week
- You must be able to lift at least 50 pounds
- Must be able to work some evenings, weekends, and holidays

5. Learning Outcomes

- Students manage their time between work, class, student organizations, etc. Students learn to outline the required room sets, deliveries and last minute calls for events during their individual shifts.
- Student Leads are held accountable for their actions through punctuality, work productivity and handle the timely workload during each shift. Student Leads demonstrate integrity and ethics daily and learn, and adapt from the mistakes made.



- Student Leads have successfully interviewed at least twice for a Lead position responding to questions about leadership, time management and situational examples.

6. Starting Pay: \$9.50/hr