



# STUDENT EMPLOYEE JOB DESCRIPTION

## EVENT SERVICES

### Setup Student Assistant

#### 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 person's reservation for space to help make 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 met.
- Service facilities by setting up and breaking down equipment needed for meeting rooms in a diverse set of spaces ranging from small preset conference rooms to large multipurpose space. Equipment being serviced include but not limited to chairs, tables, stages, podiums, ramps, and linens
- Ability to read and perform time sensitive sets/tear down of equipment based off 7 Points, daily work order system. Unlock and lock meeting rooms as determined by 7 Points.
- 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.
- Understand the set requirements for all spaces in UCEN facilities. Put equipment back in proper storage rooms after events
- 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 met.
- Occasional duties include cleaning tables/chairs and facilities store room.
- 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 in Lasso, time clock system, hours worked at the end of every shift. Lasso must be accurately entered and match the time recorded on time cards.
- Must be able to work a minimum of 15 hours per week.



- Other duties as assigned.

## **2. Work Schedule**

Shifts are in 4 – 6 hours 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 must articulate thoughts to their co-workers, full time staff and other units within the department on a daily basis. Students must also interact with clients and tenants of the building to assist with needs that arise during events, meeting spaces or in office area.
- Students work collaboratively with co-workers and full time staff from many diverse cultures, races, genders, religions, lifestyles, and viewpoints. Students work together with the same purpose/goal in mind.
- 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.

## **6. Starting Pay: \$10.00/hr**