



# STUDENT EMPLOYEE JOB DESCRIPTION

## RUDDER THEATRE COMPLEX

### Student Assistant Lead

#### General Job Summary:

This job is a physically demanding job. It entails setting up and breaking down of various events (workshops, conferences, lectures, luncheons, dinners, and special events, etc.) in UCEN facilities and various buildings on and off campus. This position will put students in a role of responsibility ensuring events are setup professionally and that all clients' needs are met.

#### 1. Duties and Responsibilities:

- Setup equipment for events in Rudder Theatre Complex as well as other venues across campus; equipment being used could include tables, chairs, stages, & sound/video/lighting equipment.
- Ability to read and perform time sensitive sets/tear down of equipment based off daily work order system. Unlock and lock facilities & venues as determined by same daily work order system
- Answer radio as needed, be able to communicate effectively with customers and workers within our working group so event details are related 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 Rudder Theatre Complex, and various campus and non-campus buildings. Provide facility supervision during events so as 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 meet.
- Be responsible for keys to other campus facilities. Occasionally, staff will help secure facilities.
- Lead teams of staff in setting up and removing equipment in a wide range of facilities across campus. Help train fellow student staff on proper placement and usage of equipment.
- Assists in the interviewing of Student Worker position candidates.
- Trains new student employees on the LASSO schedule system, and all other day-to-day activities, to include UCEN 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.
- Occasional duties include cleaning equipment, linens, and facilities.
- Perform related duties as required and needed.



- Other duties as assigned.

## **2. Work Schedule**

Hours will vary depending on your schedule.

Work shifts are in 4 hour increments.

Varying shifts Sunday – Saturday: 6:00am – 12:00am

At least 3 shifts a week

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

## **4. Minimum Qualifications:**

- Verbal skills in English, must be easily understandable in person.
- Must be able to lift at least 50 pounds.
- Work a minimum of 12 hours per week.
- Should be able to work some weekends

## **5. Learning Outcomes**

- Identify professional development opportunities that will enhance professional growth.
- Understand and demonstrate sensitivities to individual differences, and apply those strategies to meet the needs of the team and UCEN guests.
- Use interpersonal skills to coach and develop others, and apply those strategies to organize, prioritize and delegate work for UCEN events.

## **6. Starting Pay: \$11.50/hr**