



STUDENT EMPLOYEE JOB DESCRIPTION

RUDDER THEATRE COMPLEX

Student Assistant

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.

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.
- 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.
- 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 2 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

- Demonstrate the ability to participate effectively in teams to meet the requirements and goals of UCEN.
- Understand and demonstrate sensitivities to individual differences, and apply those strategies to meet the needs of the team and guests of UCEN.
- Identify professional development opportunities that will enhance professional growth.

6. Starting Pay: \$10.00/hr