

Event Assistant

Office of the Dean of Students/Newcomb

Function:

Newcomb Operations is a service oriented unit responsible for the daily operations of Newcomb and associated facilities including the Event Planning Office, Housekeeping, Audio Visual Support, reserved space setups, theater operations, and general monitoring of the building and grounds. The operations staff ensures the proper use of the student center, the safety and well-being of patrons, and compliance with facility use and related policies and procedures.

The Event Assistant performs various duties related to facility supervision, customer service and event management (including space set-ups, Audio and Visual technology set-up and policy adherence)

Responsibilities:

- Work as part of an event team to ensure proper event management and excellent customer service is rendered to all participants at all Newcomb support facilities (Newcomb Hall, The Forum at O’Hill, Student Activities Building, The Green Room at Runk, and the University Chapel)
- Perform facility and equipment setups for scheduled and unscheduled events and meetings.
- Perform duties related to the on-site setup and operation of sound reinforcement, lighting, audio-visual, or other related equipment for events and activities as assigned.
- Staff special and late night events to ensure proper event management, excellent customer service and policy adherence.
- As scheduled events end, return equipment to its proper storage area, clean whiteboards and tabletops, turn off lights and lock the doors. Report any extra cleaning needed or damage done.
- Conduct building checks for irregularities, maintenance problems, and/or property damage. Take corrective actions where possible. Report to supervisor/Newcomb Manager other concerns that need attention.
- Conduct inventory of rooms and equipment daily.
- Return furniture to the proper place if users have moved it.
- Transport surplus furniture.
- Monitor bulletin boards on a daily basis for appropriate usage. Clear bulletin boards of paper and staples every week.
- Perform clean up jobs as necessary, including picking up trash, newspapers, etc.
- Be aware of new procedural changes or new happenings.
- Attend all training sessions.
- Perform other tasks as required.

Commitment

This position requires a minimum of 8 hour and a maximum of 20 hours per week with beginning and ending dates to be determined by the Assistant Director for Operations. Attendance at all training activities is required, including regular staff meetings. Prior to the start of fall semester, training typically begins one week before the start of classes and lasts approximately three days. Evening and weekend work will be required. Proper attire and effort towards meeting program expectations is required.

Supervision Received:

Newcomb Student Manager (Direct student supervision), Operations Manager (Direct professional supervision), Director of Facility Services

Requirements:

- Must be able to perform moderately heavy physical duties (i.e. lifting and setting up equipment up to 30 lbs.).
- Proven ability to work as part of a team.
- Valid Drivers License (*Preferred*)

Educational Outcomes

- Organization and communication skills
- Crisis management and problem solving skills
- Quality customer service skills
- Develop ability to work independently