



**ALVERNO COLLEGE**  
ESTABLISHED 1887

**Student Employee Job Description**

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**Position Title: Campus Event Assistant**

**Date: 2/14/2019**

**Department: Event & Space Coordination**

**Status: Student Employment**

**Primary Function:** Provide support to College Event & Space Coordination team, via preparation of spaces for special events, classes, and internal meetings.

**Principal Responsibilities**

1. Responsible for assisting with layout of furniture in rooms/spaces on campus for special events, and academic classes.
2. Communicating with College Event & Space staff, needs of attendees, hosts, campus contacts and other staff, prior to, during and following events.
3. Set-up of tables, chairs, stages/podiums, lighting and other equipment prior to events, as well as break-down and storage of equipment at conclusion of events.
4. Act as liaison for external customers to campus safety, facilities, and event & space coordination staff during events.
5. Provide tours of available spaces for rental on campus, under direction of College Space Coordinator and Special Events Manager.
6. Occasional clerical support needed to prepare for events, including disseminating contracts, verifying payments have been received, necessary insurance documentation has been provided, and all contact information is correct and current.
7. Consistently use the Alverno 8 Abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
8. Comply with safety procedures and maintain clean and orderly work areas.
9. Perform other tasks as necessary to support the mission of the College.

**Qualifications**

1. Must be a currently registered Alverno student.
2. Must meet Financial Aid Satisfactory Academic Progress requirements.

3. General knowledge of Alverno campus, including spaces available for internal and external events, directions to campus and important contacts.
4. ***Ability to lift upwards of 50 lbs on a regular, repetitive basis.***
5. Complying with safety standards and following direction of College Event and Space, as well as facilities and campus safety staff members.
6. Appropriate safety equipment and attire will be required upon hire; information regarding needs will be provided during interview.
7. Ability to work independently is integral, you will be expected to act as a representative of the department, as well as the college during special events.
8. Strong communication skills are key.
9. Early morning, evening, and weekend availability required.
10. Bilingual students are strongly encouraged to apply.

### **Working Conditions**

Repetitive heavy lifting, including dining and banquet tables, chairs, podiums, portable stage, and other equipment as needed. Hours may vary from early morning, late evening, and weekends as needed.

### **Notes**

- Pay rate determined by Financial Aid
- Length of employment is based on job availability, funding and employee performance.
- Start and End Dates of position to be determined.
- Performance evaluations are determined by the department.
- Please contact the supervisor for more information.

Ready to apply? Click [HERE](#) to complete your application.