



ALVERNO COLLEGE
ESTABLISHED 1887

Non-Exempt Student Position Description

Position Title: Student Event Assistant **Date:** August 2017
Department: Event & Space Coordination **Status:** Student Employment

Primary Function: Event Assistants represent the College at various campus events and provide hospitality services. Students are required to make independent decisions, provide positive customer service and be knowledgeable about equipment, services and resources on campus.

Principal Responsibilities

1. Greet event coordinators and participants in a professional, friendly manner, provide assistance, independently respond to questions, refer individuals with correct information or provide problem solving assistance.
2. Communicate with and assist other departments (e.g., catering) regarding event details.
3. Be knowledgeable about Alverno and community resources (e.g., area restaurants, general directions.) and provide correct information.
4. Provide occasional set-ups (e.g., tables, chairs) and room operations (e.g., turn on lights, open/lock rooms, operate AV equipment)
5. Call departments for assistance (e.g., Safety & Security in the event of an emergency, Maintenance in case of power problems)
6. Knowledge on how to use equipment (e.g., computer, copy machine, microphone, media equipment).
7. Assist in maintaining files by completing event reports.
8. Use appropriate and professional communication skills when interacting with customers. Use social interaction and problem solving behaviors effectively.
9. Other tasks as assigned.
10. Consistently use any of the Alverno eight abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
11. Comply with safety procedures and maintain clean and orderly work areas.
12. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Minimum of one completed semester preferred.
3. Demonstrate the knowledge, skills and maturity to provide effective and appropriate assistance.
4. Show knowledge of Alverno – the offices, programs offered, curriculum, and resources.
5. Provide a friendly, hospitable and service-oriented atmosphere in the office.
6. Show an ability to work independently and as part of a team.
7. Demonstrate ability to problem-solve, ask questions, and make decisions.
8. Pay attention to detail and accuracy.

9. Show a desire to learn.
10. Assume responsibility for general, daily and ongoing tasks.
11. Basic computer skills and knowledge of Microsoft Word software.
12. Maintain confidentiality.
13. Ability to work scheduled shifts and special events.

Additional requirements for all on-campus (student worker) jobs:

1. Undergraduates must be at a minimum of six credits to work during the academic year, graduate students must be at a minimum of three credits. Student workers do not need to be registered for summer school to work during the summer, but must be appropriately registered for fall (6 credits for undergrads, 3 credits for grads) in order to work in the summer
2. If you are at unsatisfactory academic progress for financial aid, you are ineligible to work on campus.

Working Conditions

General office environment. Some heavy (up to 20 lbs) lifting required.

Office Hours

Primarily morning and night hours. Occasional day hours available for summer camps. Number of hours will vary depending on event schedule.

Notes

- 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.

