



ALVERNO COLLEGE

ESTABLISHED 1887

Student Employee Job Description

Position Title: Events & Space Assistant

Date: Academic Year 2021-2022

Department: College Events & Space Coordination

Status: Student Employment

Reports To: Director, College Events & Space Coordination

Primary Function:

Provide hospitality and problem solving services at campus events. Complete office tasks focused in one of three areas: event sales, website/calendar maintenance and space coordination. Students are required to make independent decisions, provide positive customer service and be knowledgeable about equipment, services and resources on campus.

Principal Responsibilities

1. Provide customer service and problem solving assistance during events to clients and participants. This may include but is not limited to:
 - a. Giving directions and pointing out resources.
 - b. Monitoring the perimeter of the event and communicating campus policies.
 - c. Interacting with and assisting service departments (e.g., Catering, Campus Safety, Technology Services, Media Hub, Facilities) with event details.
 - d. Assisting clients with set-ups changes (e.g., tables, chairs)
 - e. Operating technology (e.g., lights, sound, and projection) and/or facilitating basic training to event clients.
 - f. Completing event reports.
2. Work designated office hours to complete tasks in one or more of the following areas:
 - a. **Event Sales** - Respond to space rental inquiries; conduct on-site visits; address client questions; promote services; enter data into Event Management System; work with supervisor to initiate contract process and assist with gathering supplies for events.
 - b. **Website/Calendar Maintenance:** Write and edit content; create and maintain layout and features; create images to ensure fresh look along with consistent look and feel; work with departments on calendar entry accuracy and featured events.
 - c. **Space Coordination:** Conduct space walk through audits; enter work orders; assist with furniture inventories; work with departments on campus signage upkeep.
3. 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.
4. Comply with safety procedures and maintain clean and orderly work areas.
5. 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. Demonstrate the knowledge, skills and maturity to provide effective and appropriate assistance.
3. Show knowledge of Alverno – the offices, programs offered, curriculum, and resources. Knowledge of neighborhood resources
4. Provide a friendly, hospitable and service-oriented atmosphere in the office.
5. An ability to work independently and as part of a team.
6. Attention to detail and accuracy.
7. Assume responsibility for general, daily and ongoing tasks.
8. Capability to maintain confidentiality.
9. Ability to work scheduled shifts and special events.
10. Basic computer skills and knowledge of Microsoft Word software. Experience with data entry, web design or operation of presentation equipment (e.g., sound, projection units) preferred.
11. Minimum of one completed semester preferred.
12. Bilingual but not required.

Working Conditions

General office environment. Some heavy (up to 50lbs) lifting required.

Office Hours

Event hours are primarily morning, night and weekend hours. General office hours are between 8:30-7:00pm. Number of weekly hours may vary depending on event schedule.

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.

Application Directions:

Please upload a resume when completing the online application

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