



ALVERNO COLLEGE

ESTABLISHED 1887

Student Employee Job Description

Position Title: Events & Campus Services Student Assistant

Date: Academic Year 2022-2023

Department: Events & Campus Services

Status: Student Employment

Reports To: Manger, Events & Campus Services

Pay rate: \$10.50

Primary Function:

Provide hospitality and problem solving services at campus events. Complete office tasks focused in one of three areas: logistical planning • Community outreach • Customer 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. 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/Customer Service** - 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. **Marketing and Communications**- Assist with area marketing and communications, including email and social media content.
 - c. **Space Coordination**- Conduct space walk through audits and assist with set up and tear down.
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.

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 lifting required.

Office Hours

Office hours are flexible with some opportunity to work remotely. On office days lunch voucher will be provided. Other incentives may apply per job performance.

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.