

## **Skutt and Harper Centers Student Employee Job Descriptions**

***Title:*** Event Management Assistant

***Supervisor:*** Event Management Coordinator

***General Summary:***

The event management assistant is a part-time, temporary student employee. He/she sets up rooms for events and ensures customer satisfaction. Events may range from a small meeting to a banquet for 500.

***Pre-Requisites:***

1. Enrollment at Creighton University
2. Cumulative GPA of 2.0 or higher
3. Flexible work schedule; at least 10 hours a week schedule with the requirement of working extra shifts when requested. He/she may have to work some late nights and weekends

***Duties and Responsibilities:***

1. Setup tables, chairs, podiums, stage units, dance floor, AV and sound equipment for events within the Skutt Student Center and Harper Center
2. Operate audio visual and sound equipment for events
3. Assure all rooms are set up properly
4. Act as a liaison between the event planning office and the facility user
5. Set dance floor and stage units
6. Remove trash after every event
7. Move ballroom wall units
8. Keep storage areas clean and orderly
9. Clean rooms and furnishings after each use
10. Be aware of current emergency procedures
11. Attend setup worker meetings

***Expectations:***

1. Be on time for every shift and give plenty of notice when expected to be late or sick. Be responsible to seek out coverage of your shift when missed
2. Pay attention to details and ensure that rooms are setup perfect every time
3. Acquire excellent knowledge of setup styles and procedures
4. Be organized and keep all work areas organized
5. Good customer service skills
6. Work well with other employees
7. Take directions well from supervisors
8. Be able to work with minimal supervision at times
9. Be creative and think of ideas that can better the Skutt Student Center and its customers

***Knowledge, Skills, and Abilities:***

1. Be able to lift at least 50lbs and climb a 12' ladder
2. Excellent customer service skills
3. Eye for detail
4. Ability to work independently