Skutt and Harper Centers
Student Employee Job Descriptions

Title: Building Support Team
Supervisor: Assistant Director of Operations

General Description:
The Building Support Team member is a part-time, temporary student employee. He/she works independently and alongside the Skutt Student Center and Harper Center staff to complete facility opening/closing, event services, and desk support. The ideal candidate would be a hard working individual who likes to have fun, outgoing, and is willing to do whatever it takes to get the job done.

Pre-Requisites:
1. Enrollment at Creighton University
2. Flexible work schedule to include working late nights, weekends and holidays
3. A cumulative GPA of 2.5 or higher
4. Completion of Building Support Team training program

Duties and Responsibilities:
1. Open/close Skutt and Harper Centers
2. Open/close event spaces to include greeting clients for their events
3. Securing equipment and event spaces
4. Understand the Event Operations Report, diagrams, and services of our desk positions
5. Move, clean, set-up and teardown event equipment and furnishings
6. Attend events and provide logistical, housekeeping and/or production needs
7. Set, manage and maintain audio visual equipment
8. Review all event spaces daily to include set-up, equipment operation; making alterations and quality assurance outlined in the CCSCQ program
9. Complete projects and assignments; such as inventory, repairs, and preventive maintenance
10. Report damages of equipment and spaces to manager on duty
11. Responsible for balancing cash boxes and making change for desk operations
12. Properly secure building and rooms at night
13. Attend employee meetings
14. Execute emergency procedures when necessary
15. Perform other duties as assigned

Expectations:
1. Flexibility is a must as hours are not consistent and will be scheduled based on the needs of the business
2. Check in with the manager at the beginning of and end of every shift
3. Be on time for every shift, give plenty of notice when expected to be late or sick and seek additional coverage from team members.
4. Know and adhere to Skutt Student Center and Harper Center policies and procedures
5. Be responsible and fulfill duties under minimum supervision
6. Be an expert with setup styles, audio visual and sound equipment, and facilities
7. Be organized, enthusiastic and possess excellent communication skills
8. Proactively plan and seek additional work to complete during down time

Knowledge, Skills, and Abilities:
1. Be able to grasp, bend, stoop, reach, lift up to 50lbs, climb ladders, stand for long periods of time
2. Be able to keep up with a fast pace environment
3. Refined customer service, time management, and communication skills
4. Ability to work independently

Addendum
Title: Building Support Coordinator
Supervisor: Assistant Director of Operations

General Description:
The Building Support Team Coordinator will perform all of the duties, responsibilities and expectations of a Building Support Team member but with additional responsibilities.

Pre-Requisites:
1. Must have previous Building Support Team experience of at least 1 year or up to the discretion of the manager if less than 1 year
2. A cumulative GPA of 2.5 or higher

Duties and Responsibilities:
1. Develop semester work schedules to include weekday and rotating weekend schedules for academic semesters, holidays, breaks, and summer periods.
2. Supervise the substitution policy. If necessary, assist the members in locating a substitute or may work the shift for them
3. Train new Building Support Team members and/or assist with continued training of all Building Support Team members
4. Hold weekly/quarterly meetings
5. Help manager complete employee evaluations

Expectations:
1. Be positive and encouraging when dealing with others
2. Lead by being an outstanding example