STUDENT ASSISTANT JOB OPPORTUNITY
Event Services Aide

Hourly Rate: $11.00 per hour; non-exempt classification

Work Schedule: Up to 20 hours per week, to be arranged with the Event Services Coordinator.

Training Period: Two months, with possibility of extension.

General Statement:
Under the supervision of the Event Services Coordinator, the Event Services Aide is responsible for technical needs related to the Operations Department and University-Student Union programs/events. General duties include set-up and breakdown of audio/visual and other equipment needs related to Operations Department and University-Student Union programs/events.

Specific Duties and Responsibilities:
• Responsible for set-ups and break-downs of student union equipment
• Performs set-ups and break-downs of tables, seating and a/v equipment as needed
• Assist in staffing special events (i.e. Mardi Gras, Spring Fest, etc.)
• Responsible for reading and planning daily work based on information extracted from operation reports
• Perform set-up and break-down of risers platforms
• Attend to and report on events as scheduled
• Inspects and performs follow-up on assigned tasks
• Performs carpet cleaning as needed and directed
• Performs stripping and waxing as needed and directed
• Performs minor electrical repairs on audio-visual equipment
• Reports any unusual occurrences to supervisors
• Enforces Union policy and operating procedures
• Performs other duties as assigned

Required Qualifications:
• Willingness to work with an ethnically diverse and culturally pluralistic student body and staff
• Ability to lift a minimum of 70 pounds
• Ability to work without direct supervision
• Ability to adapt to daily operational changes
• Strong organizational, interpersonal, and communication skills
• Customer service experience preferred
• Computer experience preferred

Closing Date:
Review of applications will begin on Friday, October 19, 2018 and continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may print an application from our website: www.calstatela.edu/usu/employment and deliver to our Administration Office Room 306. A completed application is required.