

Client Services Team Member, Student Union & Event Services

JOB SUMMARY

Client Services Team Members work within a team to provide event support to all Student Life Facilities (Student Union, Student Recreation and Wellness Center, Campus Housing, Amphitheater, Courtyard, North Field, and other Green Spaces). This support includes, but is not limited to, setting up and maintaining event equipment, setting rooms with proper furniture and equipment, and providing excellent customer service to event guests. Team Members must have a thorough knowledge of the Student Life Facilities as well as policies and procedures in order to ensure the smooth operation of events. Team Members are expected to perform duties in a friendly, professional, and courteous manner at all times.

DUTIES AND RESPONSIBILITIES:

- Ensure the proper setup of equipment, including tables, chairs, and other equipment, for a variety of events in the Student Union and other Student Life facilities.
- Organize setup equipment in storage areas.
- Keep all SU equipment clean and maintained.
- Communicate effectively with guests, staff, students, and university faculty.
- Enforce building regulations and policies.
- Assist Client Services Manager as directed.
- Abide by Rebel Way standards of conduct.
- Perform all other duties as assigned.

MINIMUM QUALIFICATIONS

Ability to perform all duties and responsibilities as outlined above. Must be enrolled in 6 or more credit hours and maintain a cumulative GPA of 2.25 or higher and a semester GPA of 2.0 or higher. No previous experience is needed for this position. Client Services Team Members must be able to lift 50 lbs.

Salary:

\$8.25 per hour

Estimated Hours of Work Per Week:

20

Contact Person:

Cody Brown, Event Operations Coordinator
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