Event Assistant, Student Union & Event Services

JOB SUMMARY
The Office of Student Union & Event Services exists to assist students, faculty and staff, and non-university guests in ensuring that access to Student Affairs Facilities runs as smoothly as possible. The office is responsible for the management of the scheduling and reservation process for all facilities within Student Affairs. These facilities include the Student Union, Campus Housing, Student Recreation and Wellness Center and University Green Space. The main mission of the office is to provide a structured one-stop location for groups or individuals planning meetings and/or events within the Student Affairs facilities. The role of the Event Assistant will be to support event success through on-site event management and administrative assistance.

DUTIES AND RESPONSIBILITIES:
- Complete various tasks which require, at minimum:
  - The ability to lift 50 pounds
  - The ability to stand for extended periods of time
  - The ability to provide exemplary customer service
- Attend all staff meetings and mandatory training sessions.
- Maintain confidentiality of privileged information at all times.
- Oversee events to provide on-site assistance with audio-visual, campus information, catering, safety, etc; act as liaison for event organizer(s) with on-campus departments.
- Work alongside the Conference and Event Coordinators in planning and coordinating events. This may include but is not limited to data entry, room diagram and work order creation, client meetings, client communications, on-site event management and other tasks as assigned by the Conference and Event Coordinators or management.
- Maintain exemplary conduct and enforce service standards at all times as a representative of the University of Nevada, Las Vegas and the Student Union & Event Services office.
- Maintain professional and courteous interaction with event attendees, university staff, faculty, students and co-workers.
- Maintain cleanliness and organization of storage areas, desks, and office space. Uphold security of said areas and contents at all times.
- Attend weekly meetings with supervisor and/or coworkers to discuss job responsibilities and development topics.
- Have a comprehensive knowledge and adhere to all Student Affairs, emergency and university policies and procedures.

MINIMUM QUALIFICATIONS
Ability to perform all duties and responsibilities as outlined above; ability to work autonomously and manage multiple tasks simultaneously; ability to work effectively in a dynamic environment; ability to adjust behavior in order to meet guest needs; the employee should successfully demonstrate a desire to learn, achieve and take action that no one has requested in order to enhance job results. In addition, the employee must possess: excellent written and verbal communication skills; flexibility in academic schedule to work on a regular basis; friendly personality and self-motivation; ability and willingness to understand and use computerized scheduling software; strong organizational skills; ability to work as an effective member of a diverse office team. Must be enrolled in 6 or more credit hours and must maintain a semester GPA higher than 2.00 and a cumulative GPA higher than 2.25 to maintain the position. No previous experience is required for this position. The Event Assistant should be able to come away with skills such as attention to detail; accuracy; time management; organizational skills; conflict resolution; and ability to work with a diverse population. Students pursuing a Hospitality Management major with emphasis in Meetings and Events are strongly encouraged to apply.

Salary: $8.50/hour
Estimated Hours of Work Per Week: Up to 20
Contact Person: Rachel Bell
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