

## **Scheduling Assistant, Student Union & Event Services, Scheduling & Conferences**

### **JOB SUMMARY:**

The Office of Student Union & Event Services exists to assist students, faculty and staff, and non-university clients 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 the facilities within Student Affairs. These facilities include the Student Union, the Student Recreation & Wellness Center, Campus Housing, and University Green Space. The main mission of the office is to provide a structured one-stop location for those groups or individuals planning meetings and/or events within Student Affairs Facilities. The role of the Scheduling Assistant will be to assist with day to day operations of the office, and to be a support to the Reservation Specialists, Conference and Event Coordinators, and the Assistant Director for Student Union & Event Services, Scheduling and Conferences. The Scheduling Assistant will be asked to complete a variety of tasks, not limited to: printing daily event reports, reservation entry, filing, special office projects, answering phone calls, and other duties as assigned.

### **DUTIES AND RESPONSIBILITIES:**

- Provide customer service to clients of the Office of Student Affairs Student Union & Event Services
- Serve as first contact and provide customer service to visitors of the Student Union & Event Services office.
- Provide daily support through filing of completed reservations, office coverage in the absence of Reservation Specialists, assisting with campus errands, completion of special projects, etc.
- Run all daily reports using the Kinetic System (Kx) to support scheduling staff.
- Answer main office phone line and distribute calls to appropriate staff.
- Work in conjunction with Reservation Specialists to update Kx with client event details and schedule private conference room.
- Attend meetings/trainings with supervisor and/or coworkers to discuss job responsibilities and development topics.
- Have a comprehensive knowledge and adhere to all Student Union & Event Services policies and procedures.
- Know all emergency policies and procedures.
- Perform all other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Ability to perform all duties and responsibilities as outlined above. In addition the employee must possess: excellent written and verbal communication skills; flexibility in academic schedule to work on a regular basis; self-motivation; ability and willingness to understand and use computerized scheduling software; strong organizational skills; ability to work as an effective member of an 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 your position. No previous experience is needed for this position. Scheduling Assistants should be able to come away with such skills as: attention to detail; accuracy; organizational skills; conflict resolution; and client communication.

**Salary:** \$8.25/hour

**Estimated Hours of Work Per Week:** up to 20

**Contact Person:** Barbara Blue

Barbara.blue@unlv.edu

**\*\* Hiring Timeline\*\***

Fall hires will be conducted during the previous spring

Spring hires will be conducted the previous fall

Summer hires will be conducted the previous spring

**In some cases, hiring will be ongoing due to special needs.**