

Business Assistant, Student Union and Event Services

JOB SUMMARY:

The Student Union and Event Services Office 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 and the overall operations of the Student Union. These facilities include the UNLV Student Union, the Student Recreation and Wellness Center, Campus Housing and University Green Space. The main goal of this office is to provide a structured one-stop location for those groups or individuals planning meetings, events, and/or overnight stays within Student Affairs Facilities. The role of the Business Assistant will be to assist with day to day operations of the business functions of the Student Union & Event Services office, providing support to the Business & Office Manager, the Director for Student Union & Event Services, as well as any business-related functions for the Assistant Directors. The Business Assistant will be asked to complete a variety of tasks, not limited to: timecard preparation, inventory control, special office projects, errands around campus, organizing files, answering phone calls, processing data, etc.

DUTIES AND RESPONSIBILITIES

- Responsible for stocking of office supplies and notifying Business & Office Manager of items to be ordered.
- Keeps an accurate count of uniform inventory.
- Assists with timesheet collation.
- Collect and sorts mail for office suite.
- Assists with the billing and invoicing for events.
- Provide daily support through filing, file organization, making photocopies, assisting with campus errands, completion of special projects, etc.
- Attend routine one on ones with supervisor to discuss job responsibilities and development topics.
- Have a comprehensive knowledge and adhere to all Student Affairs and UNLV policies and procedures and 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. The Business Assistant should be able to come away with such skills as: attention to detail; accuracy; organizational skills; conflict resolution; and client communication.

Salary:	\$8.75/hour
Estimated Hours of Work Per Week:	15-20
Contact Person:	Business & Office Manager, Risha Gaitor 895-4449, Cherisha.Gaitor@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.