

Setup Crew Assistant

Pay Classification: Student Assistant Level I; \$13.50-\$14.25 per hour.

Work Schedule: Up to 20 hours per week as assigned.

Training Period: 90 days probationary period with possibility of extension.

General Statement:

Under the direct supervision of the Services Manager and general supervision of the Student Building Manager, the Setup Crew Assistant will provide first-line event set-up, break-down, and response/assistance for events, activities and programs held in the Loker Student Union (LSU).

Specific Duties & Responsibilities:

- Responsible for set-up and break-down of equipment for events, activities and programs held in the LSU.
- Set-up tables, chairs, dance floor, stages and/or necessary equipment in accordance to mapped diagrams.
- Provide Audio/Visual support (i.e. projector, laptop carts, microphones, etc.) as needed.
- Properly retrieve and store inventory of all logistical support equipment (i.e. tables, chairs, projectors, cables, etc.).
- Ensure that the inventory storage areas are clean, well-maintained and organized.
- Generate setup worksheet/event schedule using Enterprise Management Systems (EMS) software.
- Read and plan daily work based on information extracted from operation reports.
- Maintain neat and clean appearance of LSU including but not limited meeting rooms, lounges and hallways.
- Survey, assist, follow-up and report on all bookings held in the LSU.
- Conduct maintenance/custodial task as needed (i.e. carpet cleaning, sweep, clean equipment, change trash liners).
- Report any broken equipment and furniture disrepair to Event Services Specialist.
- Report and troubleshoot any malfunction of any technological/media equipment.
- Enforce and communicate LSU policy and operating procedures governing room reservation/equipment request.
- Install, rearrange, lift, remove and reset equipment, furniture and/or heavy objects as needed.
- Strict adherence to safety, LSU and Student Assistant Employee Handbook policies and procedures.
- Attend required student employee staff meetings and trainings.
- Assist with other duties and/or special projects as assigned.

Skill Requirement:

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff.
- Possess and display excellent customer service in all interactions; maintains professional and courteous demeanor.
- Ability to work evenings and weekends as required and on short notice.
- Dependability and punctuality are vital as a program's success can be measured on an accurate and timely set-up.
- Work performed involves bending, stooping, and lifting over 50 lbs.
- Must be self-motivated, able to work independently with minimum supervision, and apply good judgment.
- Strong interpersonal and group communication skills for work in a team environment.
- Good organizational skills: ability to prioritize, complete assigned work duties and handle a wide variety of tasks.
- Effective listening skills and ability to objectively consider ideas and suggestions from others.
- Analytical and problem solving skills.

Employment Eligibility:

Employment with LSU is open to any qualified CSUDH student enrolled at least half time, 6 units undergraduate or 4 units graduate, and has a legal right to work in the United States. In addition, the student employee must at least have a 2.0 cumulative G.P.A. for undergraduate students and 3.0 cumulative G.P.A for graduate students. Individuals enrolled only in extension courses are not eligible for hire.

Closing Date:

Review of applications will begin on **Friday, August 16, 2019** 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 applications from our website: www.lsucsudh.org click on employment or visit our administration office in the Loker Student Union Room 131.