

**FACILITIES EVENT SUPPORT ASSISTANT**

| **Reports to:**  | Athletic Director | **Position:** |  |
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| **Dept:** | Athletics | **Range:** | Hourly |
| **FLSA:** | Nonexempt | **EEO:** |  |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, assist internal and external customers using on-campus facilities in the coordination of details during events.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Open and close facilities and ensure all physical set-up and facility cleanliness are completed according to events agenda.
2. Provide information and assistance and serve as primary on-site contact to customers during event.

### OTHER DUTIES:

1. May assist with set-up and breakdown of event audio-visual.
2. May provide assistance to customers using AV equipment during events.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Campus resources.
2. Event set-up protocol.

### ABILITY TO:

1. Work independently with little direction.
2. Analyze situations accurately and adopt an effective course of action.
3. Understand and follow oral and written directions.
4. Communicate effectively both orally and in writing.
5. Maintain professionalism in high stress situations.
6. Work night and weekend shifts, special events, and late nights/early mornings as needed.
7. Define issues, analyze problems, and evaluate alternatives; route problems to appropriate personnel.
8. Use tact and diplomacy in dealing with sensitive and complex issues and situations.
9. Operate locks and security systems.
10. Work cooperatively with others.
11. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

### EDUCATION AND EXPERIENCE:

Equivalent to graduation from high school and one year general work experience.

### LICENSES AND OTHER REQUIREMENTS:

### N/A

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

N/A

**CONTACTS:**

Public, students, other college and community organizations, and vendors.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EMOTIONAL EFFORT:**

**WORKING CONDITIONS:**