



Event Assistant | Job Description

Position Summary

The Campus Life – Event Management Event Assistant serves as a point of contact and information for those using the department managed spaces for events and activities. Responsibilities include assisting with administrative tasks, event coverage, maintaining managed spaces for use in this regard, Harvey Media Center tech assistance, and other duties as assigned.

Administrative Tasks

- Update all software and hardware to ensure that information and technology is up to date
- Provide front desk coverage as needed for Campus Life
- Support EMS through reservation confirmations and maintaining resource inventory

Event Coverage

- Responsible for placing signage for events when necessary
- Staff events and/or provide pre-event coverage based on required needs
- Conduct post event evaluations

Tech Assistance

- Provide technical support/troubleshoot for the audio/visual equipment associated with events and facilities
- Provide support for Event Coordinators in set-up and support of technology needed for events
- Inventory management and readiness of equipment in spaces and the Harvey Media Center
- Deliver, set-up, and pick-up audiovisual equipment to/from spaces in a timely, courteous manner while also assisting the requester with set-up (will be on a case by case basis)

Space Management

- Assist with maintaining the Steinway Pianos within the Premier Spaces on campus
- Assist with the nightly closing of Holmes Lounge **and** complete on site facilities checks in Premier spaces
- Report any comments, problems, or concerns relating to spaces to the Event Management staff

Requirements

- Currently enrolled student at Washington University in St. Louis
- Eligible for Federal Work Study (preferred but not required)
- Available to return to campus prior to orientation for training
- Knowledge and comfort with current technology
- Ability to communicate with staff and clients, problem solve, take direction, and self-motivate

Training and Supervision Received

All Event Assistants are required to attend a comprehensive training at the beginning of the semester and subsequent meetings thereafter. The Event Assistants report to the Event Management area within Campus Life.

Hours

Event Assistants work non-conventional hours in the evenings and on weekends, along with weekday hours when staffing open hours at Graham Chapel. The average amount of hours worked each week is between 8-12 hours but on special occasion could extend to 15 hours. Compensation starts at \$12.15/hour.