

**Department: University Student Union Position Reports to: Events and Logistics Coordinator**

**Position Title: Operations Services Exempt or Non-Exempt: Non-Exempt**

**Time Base: Maximum 20 hours/week**

**PURPOSE OF POSITION:**

Under general supervision, the Operations Services Student Assistant is responsible for providing direct support of operations at The University Student Union in addition to providing customer service to all patrons and guests of the University Student Union while acting as an ambassador of ‘The USU’ working to increase student life, campus climate, and promote wellness throughout campus. This position may coordinate, implement, and plan projects of a varied and complex nature and foster working partnerships with several other entities on campus.

**Operations Services Job Description:**

**Responsibilities include, but are not limited to:**

* Meet with USU staff and review written directions to determine operations priorities, timelines, and tasks.
* Attend all required USU student assistant training programs.
* Assist with event support for events at The USU
* Set-up/remove chairs, tables, decorations, and floor covering.
* Provide and support the use of audio/visual equipment including microphones, computers, DVD/VCRs, lighting, sound systems, and sound boards.
* Assist with event support, coordination, set-up, and clean-up including trash removal.
* Following a detailed daily and evening cleaning schedule of public usage areas, access areas, restrooms, dining areas, hallways, and outdoor activities, including cleaning up spills.
* Assist with cleaning, organizing, and storing equipment related to building events.
* Performs preventative maintenance, service, and minor repairs of USU building areas and equipment
* Post publicity and set-up and retrieve A-frames for promoting USU events.
* Provide customer support for event coordinators and attendees.
* Assist in enforcing building use policies and procedures.
* Prioritize safety and risk management at all times.
* Assist in other areas of the building as needed.
* Comply with all university and USU policies and procedures.
* Must be able to lift 50lbs.
* Related tasks as assigned

**Operations Services Student Assistants** will have the opportunity to (or will be requested to) work additional hours assisting with University Student Union events.

**Responsibilities for these additional hours may include but are not limited to:**

* Coordinating admission to campus film series and campus events
* Assisting with room set-up/clean-up for campus events
* Operating audiovisual equipment
* Serving food or beverages for events (Must be willing to be trained in food handlers safety)

**Hourly Rate**: Starting at $10.50/hour