

Events Student Worker

Carroll University
Reservations and Event Services
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- Campus Services student workers (Events) "make the promises of the Events Office happen" by providing support for all scheduled campus events. This support includes, but is not limited to room setups, A/V and other types of technology and serving as liaison when they meet and greet clients (Carroll Community and campus guests). They are called upon to load/unload supplies and equipment and drive university vehicles to venues on campus. They provide back-up for the Campus Center building staff. They report to the Event Coordinator and also take direction from other Campus Services professional staff members.

Duties & Responsibilities:

- Work closely with the staff in the Events Office, Campus Center, Dining Services, Physical Plant, other members of the Carroll Community and outside clients.
- Monitor compliance with facilities policies and procedures and correct or report as necessary.
- Be mindful of safety, security, maintenance, custodial, equipment, personnel or client issues and correct or report as necessary.
- Ensure proper communication with the Event Manager and Coordinator, Operations Manager and Supervisor and colleagues at the beginning and end of each shift.
- Open, set-up, tear-down and secure rooms as scheduled and diagramed.
- Set-up, operate, "trouble-shoot", tear-down and secure audio/visual (A/V) and other equipment including but not limited to:
 - ✓ Portable and stationary sound and lighting systems in the Campus Center (Ballroom, MDR and PIT), Shattuck Music Center, athletic facilities (Van Male Field house and Schneider Stadium) and Otteson Theatre
 - ✓ "Smart Carts", TV/VCRs, overhead, slide and video projectors, CD and DVD players
 - ✓ Tables, chairs, platforms and podia
- Submit work orders to Physical Plant as necessary.
- Maintain storage areas to keep equipment in its proper location (secure, easily found, in working order).
- Understand emergency procedures and assist Public Safety and other departments in the proper implementation of such in the event of an emergency.
- Utilize computer skills (ASTRA, Cognos, Excel, FileMakerPro, PageMaker, WORD, etc.).
- Utilize Carroll e-mail accounts as a way to communicate with colleagues and professional staff members.
- Perform other duties and special projects as assigned.

Job Qualifications:

- Strong inter-personal, communication and customer service skills, a high degree of attention to detail
- Ability to problem solve, work as a team player, manage multiple priorities
- Reliability, accuracy, flexibility related to work schedule
- Desire to learn and adapt to an ever changing environment
- Ability to stand or sit for extended periods of time; ability to lift and move or assist in lifting and moving equipment and supplies

Supervisor:

- **Jonathan Canny**
262.524.7353