# Beloit College
## Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Center Head Set-Up Crew</td>
<td>$7.50</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Department</th>
<th>Supervisor</th>
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<tbody>
<tr>
<td>Campus Center</td>
<td>John Winkelmann</td>
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<table>
<thead>
<tr>
<th>Work Location</th>
<th>Account Number</th>
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<tbody>
<tr>
<td>Campus Center</td>
<td>01-94935-00000-00000-xxxxx</td>
</tr>
</tbody>
</table>

### Do multiple individuals hold this position at one time?
☑ Yes  ☐ No

### Number of positions available:
1 - 2

### Work Schedule

A student in this position can expect to work [ ] hours per day, **approx 9 - 12** hours per week.

The student will work [ ] Monday thru Friday [ ] Saturday [ ] Sunday ☑ any day of the week.

Hours are available during the following times of the day: **varies; depends on event times, usually in the evenings and weekend days**.

### Department/Position Overview

The Campus Center office is responsible for the operations of Pearsons Hall and all the events that occur in this facility. Events include meetings, receptions, dinners, speakers, and various social functions. All of these events require special arrangements of the spaces in the building. The set-up crew and crew leader are responsible for ensuring all the required spaces are arranged for each event. The Head set-up leader is responsible for guiding and training the crew, interpreting the desired set up and ensuring all work is done as outlined in the diagram book.

### Description of Duties and Tasks

☑ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☑ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☐ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required

☑ Work efficiently and accurately without immediate supervision

☑ Responsible for executing the set-up, resets, and take down of each Pearson’s room requested as recorded in room reservations book, as well as last minute additions or changes, if they can be accommodated.

☑ Assess completed set ups for accuracy to request, safety, logistics, and visual effects. Check entire floor after completing large set ups, **NEED TO DO A FINAL CHECK OF EACH SET UP, BEFORE LEAVING THE BUILDING.**
Provide leadership to the set up crew, direct the operations, ensure smooth team functioning, adjust set up to meet the best needs of the group.

Work as a member of a team, pull fail share of work load, respond willingly to suggestions of the Pearsons’ Set-Up Crew, communicate suggestions for improvement to the Director.

**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here: equipment used to move tables and chairs
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: previous set-up experience preferred
- Ability to work with a variety of people, direct their actions and maintain the smooth functioning of a team
- Flexibility and availability in working nights, mornings, afternoons, and weekends.
- Strong and able to share in lifting tables weighing 50 lbs. each