

University Center

JOB DESCRIPTION

MEETINGS & EVENTS SERVICE CREW

Job Title: UCen Meetings & Events Service Crew

Department: UCen Administration

Reports to: Meetings & Events Manager

Rate of Pay: \$16.75 per hour

Essential Duties and Responsibilities

Service Crew is responsible for the security, safety, and appearance of the UCen. They coordinate and implement all necessary setups and breakdowns for conference events and activities in the building while ensuring that UCen policies and procedures are adhered to. They are responsible for opening and closing the UCen and must be present during building hours and/or when activities or events are taking place. They serve as UCen Emergency Coordinators and are responsible for taking charge during any and all emergencies in the building. Each Service Crew Member is given a special assignment to oversee and coordinate with the other Service Crew Members for the school year. Additional duties may be assigned as necessary.

Leadership Experience

The Service Crew position has been designed to provide leadership opportunities for students. Service Crew Members that demonstrate outstanding work ethic, leadership, teamwork and responsibility are selected by the Meetings & Events Manager as well as other Service Crew Members. Those selected should desire to gain leadership and management experience.

Qualifications

Applicants must be full-time students at UCSB. He/she must be able to lift at least 50 pounds and adjust to stressful situations as they arise. He/she must be punctual, dependable, responsible, and able to work well with others. Applicants must be self-motivated and willing to strive for excellence. Managerial skills and leadership experience are a plus.

Hours of Work

This position will be staffed during all hours that the UCen is open and occasionally for special events when the building is closed. These hours may start as early as 6:00 am and end as late as 2:00 am. Students may work up to 20 hours per week when school is in session and up to 40 hours per week during break periods. Applicants must be willing to work their share of early morning, late night, weekend and break hours.

Signature: _____ Date: _____