Student Activities Faculties

LaFortune Senior Event Assistant

Pay Rate: $7.75

Job Description

Student Activities hires responsible and highly-motivated students to work in the various areas of its department. Because students act as representatives of the office and the University to other members of the Notre Dame family and campus visitors, it is required that all staff members be customer-service oriented and team players. In particular, we seek students who best exemplify our core values of service, relationships, and continual improvement.

Senior Event Assistant Responsibilities:

- Assist in the coordination of Event Assistants, including scheduling and training.
- Help in planning Fall Training for the Event Assistant Staff and help coordinate additional training opportunities throughout the academic year.
- Be a resource for Event Assistant to help trouble shoot with any issues that may occur.
- Take part in the Event Assistant recruiting and hiring process for the upcoming year.
- Work closely with the Manager of Operations on special projects and assignments.

Regular Event Assistant Duties:

- Responsible for evening and weekend management of events in LaFortune Student Center, and Stepan Center.
- Assists with use of meeting rooms by students, faculty and staff which may include unlocking meeting spaces, AV Technology set-up, and other assistance as needed.
- Ensures the safety and security of the student center for students and guests.
- Enforces compliance with all University and LaFortune Student Center policies by students and visitors.
- Entrusted with keys to the LaFortune Student Center while on duty.
- Oversee the work of other student staff.
- Complete Event and Event Setup Reports at the end of each shift to be sent to supervisors.
- Review Operations Reports to verify reservation space use and event details.
- Resolve and report any issues that may occur within the LaFortune Student Center.
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- Other tasks as assigned.

Expectations & Skills:

- Must have previously held a role within the Student Activities Office in the past year.
- Possibility of moving back to campus a few days prior to the start of the semester to prepare for Fall Training.
- Must be people-oriented and be able to solve problems with little direction and be knowledgeable of campus life and activities.
- As a representative of the Student Activities Office, must be able to effectively and courteously interact with students, staff, faculty and visitors to LaFortune.
- Must be self-motivated and able to work independently in difficult situations with little supervision.
- Ability to oversee and guide peer staff.
- Have the ability to prioritize and handle events and tasks as they occur.
- Be familiar with University of Notre Dame resources and campus.

Hours:

Hours are dependent on current events and training needs. Hours are flexible and are scheduled at each mandatory weekly Event Assistant Meeting. Each semester, all student employees must work a minimum of 2 weekend Night Manager rotation shifts.

3 Position available.