

Setup Assistant Position Description

Title: Setup Assistant

Supervisor: Coordinator, SC Event Services

Pay Rate: \$8.25 - \$8.50/hour

Hours of Work: 20 Hours per week. Additional hours may be available during University break times and summer months.

General Responsibilities:

The Student Centers Student Setup assistant works with the Events Services team in arranging setups for building events and cleaning rooms after events.

Specific Duties:

- Move tables, chairs and other equipment into event spaces before events. Remove equipment after events and clean spaces.
- Provide customer support to guests in events spaces and to the Student Centers
- Support operations in the Student Centers by moving furniture or unlocking doors
- Empty trash, sweep and mop floors and wipe windows
- Inventory supplies and organize storage closets
- Other duties as assigned

Qualifications:

- Currently is enrolled in good standing at the University of Houston main campus.
- Professional etiquette and communication skills including: time management, answering phone calls, email communication, and verbal communication
- Customer service experience preferred
- Able to lift and carry tables and chairs that weigh up to 40 lbs
- Some physical activity both indoors and outdoors in required
- Available to work 15 – 20 hours weekly.
- Able to work and interact within a diverse population of patrons