Part Time Student Staff Positions
Setup Assistants
ASUC Student Union

The ASUC Student Union oversees event planning and management for event venues and programs including the Martin Luther King Jr. Student Union, Anna Head Alumnae Hall, Career Center Blue and Gold Rooms, Student Tabling Program & Campus Outdoor Spaces.

Setup Assistants are responsible for day to day operations of the ASUC Student Union including but not limited to:

1. Setting up and breaking down events according to client specifications and in a timely and efficient manner.
   a. Setting up and breaking down equipment including tables, chairs, linens, stages and audio/visual, such as sound systems and microphones.

2. Providing excellent client service and ensuring client expectations are exceeded; establishing an open, professional and friendly relationship with clients.

3. Ensuring the event venue and public areas are clean and maintaining secure and safe facilities.
   a. Provide event support services such as monitoring trash and recycling bins, crowd control, troubleshooting audio/video equipment and responding to client requests.
   b. Open, unlock, alarm and close venues
   c. Complete minor custodial tasks as needed to keep the facility in a clean and well running condition at all times throughout the shift.
   d. Ensuring full compliance with campus and venue policies and procedures.
   e. Handle life safety emergencies which may arise be responsible for the safety of occupants during daily operations ensuring that all appropriate emergency procedures are followed.

4. Working with other venues and their staff to ensure consistent service across all spaces and programming.
   a. Career Center Blue and Gold Room

5. Other
   a. Meeting regularly with the Operations Supervisor to review event requirements and projects to be completed.

6. Evening and Weekend hours are required. Overnight and early morning shifts will also be required.

7. Perform other duties as assigned.
Qualifications

● Currently registered UC Berkeley undergraduate student.
● Exercises good judgment.
● Excellent oral and written communication skills, and has excellent customer service skills.
● Adheres to assigned work schedule and must be punctual.
● Detail oriented and willing to learn Event Management Software.
● Proactive and takes initiative. Shows a willingness to help clients and colleagues find solutions are required for all staff.
● Works both independently and as part of a team in an often hectic environment as well as the ability to work with diverse groups of people are essential.
● Ability to be flexible and take direction with a SMILE
● The ability to lift 50 lbs and move equipment and furniture regularly.
● Dress in appropriate attire during shift.
● All positions will require successful completion of a background check although applicants may receive an offer of contingent employment pending the outcome.

Requirements:
Must work evenings, late nights and weekends. By signing this job description you are agreeing to work Saturdays, Sundays and late nights.

All applicants: please submit your class schedule with your application.

Pay: $16.25 per hour

I acknowledge that I have received a copy of my job description and that my supervisor has reviewed it with me.

_______________________  _______________     _______________________  ________
Name (print)                 Student ID#     Signature                                Date

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Supervisor (print)                    Signature                  Date