Westmont College

Conference and Event Services Support – Full time (40 hrs/wk)
Conference and Event Services, Campus Scheduling

Position Summary: Supports the work of Event Services facilitating event set up and tear down across campus. Support the management of conference summer staff tasks.

Qualifications: Self-starter with the ability to support multiple projects concurrently and adjust to unexpected changes confidently; strong interpersonal, communication and organizational skills, drive a box truck and golf cart safely. Comfortable learning and utilizing departmental software (EMS); the ability to work independently and complete tasks without oversight. Ability to provide leadership to student staff. Requires the ability to physically perform heavy lifting and loading as needed and the willingness to work occasional evenings and weekends as events and schedule require.

Responsibilities:
- Assist Conference and Event Services Coordinator with the set up and tear down of campus events throughout the academic year.
- Function as Coordinator in instances when the Coordinator is not present.
- Deliver event resources to locations across campus via golf cart and/or off campus locations via box truck.
- Assist with the inventory and storage of all Events Services equipment, including appropriate repair and replacement as needed.
- Support Coordinator in managing summer staff tasks during summer conference season.
- Some weekends, evening and overtime work required.
- Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.
- Other duties as assigned.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand, walk, and use hands and arms to handle, reach, move, lift or load furniture, decorations, and other objects. The employee frequently is required to climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must regularly lift and/or move up to 50 pounds. Regular operation of vehicles used to transport materials is required.

Reports to: Conference and Event Services Coordinator