

Events Assistant Student Employee

DEPARTMENT: Events

JOB TITLE: Events Assistant Student Employee

SUPERVISOR: Lou Moritz, Administrative Manager
Student Success Center, SC-152
lmoritz@tctc.edu
864-646-1858

DUTIES:

This is an “on-call” position where you will be notified a week in advance of the day and time needed to help set up for events. Event set up includes, but is not limited to, moving tables, chairs, setting up tents, catering set ups, transporting equipment, and other items needed to run a particular event.

QUALIFICATIONS:

Ideal candidates for this job will be dependable and responsible, have the ability communicate effectively and work independently, as well as maintain a positive attitude. Must be flexible and be able to work with a team of 2-3 people. Dress in a professional manner befitting the position.

Must be able to lift 50 pounds and have full range of motion and dexterity including but not limited to bending, squatting, reach above head, climb and walk straight, push/pull heavy loads.

SCHEDULE:

The schedule for this job is flexible during the hours of 8:00 a.m. through 5:00 p.m.

HOURS PER WEEK: 6-12 hours per week, dependent upon work load

PAY INFORMATION: \$12 per hour

Location: Pendleton Campus