

**Part Time Student Staff Positions**  
**Event Setup Assistant**  
**ASUC Student Union**

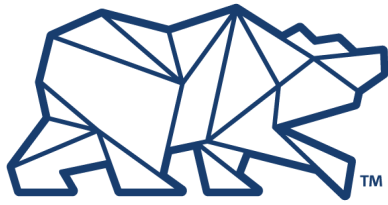
The **ASUC Student Union** plans over 8,000 events a year that take place on the UC Berkeley campus. We work with clients to plan weddings, conferences, concerts, dances, fundraisers, and banquets. We manage venues including campus outdoor spaces, Anna Head Alumnae Hall, Pauley Ballroom, MLK Jr. Meeting Rooms, Eshleman Conference Rooms and Clark Kerr Campus.

**Event Setup Assistants are responsible for:**

- Setting up and breaking down events according to client specifications and in a timely and efficient manner.
- Setting up and breaking down equipment including tables, chairs, linens, stages and audio/visual, such as sound systems and microphones.
- Providing excellent client service and ensuring client expectations are exceeded; establishing an open, professional and friendly relationship with clients.
- Ensuring the event venue and public areas are clean and maintaining secure and safe facilities.
- Provide event support services such as monitoring trash and recycling bins, crowd control, troubleshooting audio/video equipment and responding to client requests.
- Complete minor custodial tasks as needed to keep the facility in a clean and well running condition at all times throughout the shift.
- Open, unlock, alarm and close venues
- Ensuring full compliance with campus and venue policies and procedures.
- Handle life safety emergencies which may arise and be responsible for the safety of occupants during daily operations ensuring that all appropriate emergency procedures are followed.
- Enforcing COVID-19 public health and safety compliances
- Working with other venues on campus and their staff to ensure consistent service across all spaces and programming.
- Meeting regularly with the Event Specialists to review event requirements and projects to be completed.
- Performing other duties as assigned.

**Required Qualifications:**

- Currently registered UC Berkeley undergraduate, preferably 1st or 2nd year student.
- Adheres to assigned work schedule and must be punctual.
- Detail oriented and willing to learn Event Management Software.



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- Proactive and takes initiative. Shows a willingness to help clients and colleagues find solutions.
- Works well both independently and as part of a team in an enthusiastic manner and has the ability to work with diverse groups of people.
- Ability to be flexible and take direction with a smile and great attitude.
- The ability to lift 50 lbs and move equipment and furniture regularly.
- Ability to juggle multiple tasks simultaneously and efficiently.
- Dress in appropriate attire during shift. No shorts, tank tops, flip flops or ripped jeans. Must wear employee polo and name badge.
- Excellent oral and written communication skills, and has excellent customer service skills.
- Exercises good judgment.
- This position will require successful completion of a background check (although applicants may receive an offer of contingent employment pending the outcome).
- Evening and Weekend hours are required. Overnight and early morning shifts will also be required.

**Hours:** 12-19 hours per week. Evening and weekends required, and at least part of one of the following breaks: Winter, Spring or Summer.

All applicants: please submit your class schedule with your application to [sos@berkeley.edu](mailto:sos@berkeley.edu).

**Pay:** \$16.25 per hour