



Graduate Assistant for Event Services

JOB TITLE: Graduate Assistant for Event Services

POSITION SUMMARY:

The Graduate Assistant for Event Services reports to the Associate Director of Conference Services and the Director of Auxiliary Services. This position is responsible for assisting in the planning and implementation of internal and external client on-campus events, including, but not limited to, event logistics, invoicing, contract preparation and event-day operations. During the summer months, this position also reports to the Summer Conference Supervisor and is responsible for client relations and logistics of summer camps and conferences.

SPECIFIC RESPONSIBILITIES:

1. Assist the Associate Director of Conference Services with the planning, setup, and operation of on-campus events.
2. Responsible for hiring the appropriate number of Conference Services student staff and ensuring that staff is properly scheduled to meet event needs.
3. Assist in planning and conducting winter, spring and summer training sessions for the student staff.
4. Make certain student time sheets are filled out correctly and signed on time.
5. Conduct staff meetings for the student staff on a regular basis.
6. Mediate conflicts with student staff members.
7. Maintain an inventory of all event and conferences services equipment.
8. Serve as a liaison between clients and Auxiliary Services and Conference Services in reference to conferences, camps, seminars, meetings and other functions scheduled through Auxiliary Services.
9. Attend and participate in departmental meetings, as needed.
10. Assist Assistant Director of Auxiliary Programs, Event Operations Coordinator, and Event Operations staff with event set up and logistics, as needed.
11. Liaison with Facilities, Public Safety, Dining Services and other university departments in reference to all conferences, camps, seminars, meetings, and other functions scheduled through Auxiliary Operations.

12. May be required to drive University vehicles to transport tables, chairs and other equipment for events to various locations throughout the Lawrenceville and Princeton campuses of Rider University.

13. Perform all other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Outstanding customer service attitude.
- Excellent communication skills.
- Friendly demeanor; good social skills; ability to be part of a team.
- Must be able to work independently with direction.
- Must take direction and feedback well.
- Must be able to supervise and train student staff.
- Experience and proficiency using Microsoft Office (Excel, PowerPoint, Word) and Google Drive (Docs, Sheets, Calendar, email). Must be able to learn other software tools required by the department including 25Live and When to Work.

This is a 12-month position that is required to work 20 hours per week during the fall and spring semesters with a flexible schedule that includes late night and weekend hours and on-call responsibility. The Graduate Assistant must be available to work during winter break, spring break, and summer up to 40 hours per week. The Graduate Assistant must be enrolled in a graduate program at Rider University and will receive hourly pay, on-campus housing, and tuition for two classes (six credit hours) in each the fall semester and spring semester. This is a two year graduate assistant position.

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