



Position Description Events and Facilities Assistant

Position Overview: The Office of Administration and Finance is currently accepting student applications for the Events and Facilities Assistant position. Due to COVID precautions, in-person events will be limited.

Position Responsibilities:

- Completing building walk throughs
- Sending email building reports during each shift, capturing tasks completed while on site
- Setting up classrooms, chapel and dining hall spaces for classes and events. Includes setting up and tearing down of event equipment such as tables, chairs, podiums, stage, etc.
- Operating, setting up, and troubleshooting audiovisual equipment including LCD projectors, microphones, camera equipment, mixer boards and more.
- Responsible for key sets during the length of your shift, opening and securing areas of the building including classrooms and event spaces.
- Be "on call" for outside events requiring a worker to be present, for the duration of the event, until the last visitor has left the building.
- Reporting building issues to Director of Facilities and submit tickets to the UChicago Facilities Work Center (example, a broken light fixture)
- Completing minor repairs around the building (replacing doorstops, tightening loose screws in chairs)
- Meeting and giving building access to vendors, unlocking rooms as necessary, accepting deliveries
- Lifting/moving of tables, altars and equipment sometimes weighing more than 40 lbs. (with a team member)
- Maintaining tidiness in chapels, classrooms, common areas, restrooms, and other areas inside and outside of the building
- Filling kitchen and bathroom supplies and tracking inventory
- Enforcing building policies as a liaison between Chicago Theological Seminary and outside visitors
- With training provided, assist in emergency procedures in the building such as an evacuation, fire, severe weather, etc.
- Disinfecting classrooms and common areas on 1st, 2nd, and 3rd floor during your shift (supplies and gloves provided)
- Distributing masks, disinfecting supplies and sanitizers as requested

Additional Responsibilities:

- Sitting at the front desk as back up coverage, including some answering of phones (generally for periods of no more than an hour at a time and training will be provided)
- Greeting guests and provide information and assistance to visitors
- Occasional cleaning and trash management in coordination with cleaning vendor.
- Organization of AV and building equipment, reporting to the Director of Facilities if repairs are needed
- Employee may occasionally run errands or pick up supplies (mileage reimbursable)

Position Qualifications:

- Punctuality is important.
- Good communications skills; ability to read/answer emails and texts and respond in a timely manner
- Ability to run/troubleshoot audiovisual equipment alone or learn to do such tasks
- Takes direction well, is a self-starter and problem solver
- Flexibility and willingness to adapt new procedures
- Maintenance and safety experience in in a business setting preferred
- First-Aid certified preferred

Work Schedule and/or approximate number of hours: Approximately 10 hours per week, schedule may vary depending on demand/skill level. Typically, student must be available to work mornings/afternoons and split shifts. Some evenings or weekends may be needed. Events are usually set at least 2 weeks ahead, so advance notice will be given for planning.

Reports to: Director of Facilities and External Events

Pay rate: \$15/hour

Term: Fall 2021 – Summer 2022

Click [HERE](#) to apply.

To ensure that as many students as possible have the opportunity for employment, student workers must reapply for each position for each term. There is no guarantee of being rehired. Rehiring is also based on prior performance, qualifications, and availability.