STUDENT CENTERS JOB DESCRIPTION

Set Up Team Member

Learning Outcomes
Students employed by Vanderbilt Student Centers will be able to:

- Manage task oriented operations
- Demonstrate integrity & responsible decision making
- Communicate effectively, both oral and written
- Translate their on-campus experiences into professional skills
- Analyze and solve problems, individually and as part of a team
- Recognize their roles in Student Centers and how it helps fulfill our mission
- Demonstrate a working knowledge of Student Center facilities, policies and procedures

Duties and Responsibilities:

Customer Service
- Furnish customers with outstanding service by responding to requests as needed. Customer service is the highest priority, including behind the scenes set ups
- Review set ups diligently on 7Points to ensure that all client request have been met
- Maintain a working knowledge of each of the five Student Centers and the Vanderbilt University community

Event Management
- Perform all prescribed set-ups for events within the facilities (i.e. moving tables, chairs, staging, etc.)
- Learn default room set-ups and other configurations (i.e. theatre, conference, classroom, banquet, etc.)
- Inspect and maintain meeting rooms
- Ensure rooms are set for upcoming events
- Handle requests for temporary changes to event schedule and last minute needs
- Set-up and test basic A/V equipment for events (when applicable)
- Resolve problems and answer inquiries concerning an event

General
- Follow Student Center dress code regulations (appropriate gym attire)
- Read and respond to all correspondence from supervisors, and attend regularly scheduled meetings
- Conduct one’s self in a professional manner
- Follow all scheduling policies including picking up, trading and requesting time off through When to Work
- Conduct regular inventory of Student Centers equipment and maintain organization of storage closets
- Attend professional development sessions when available
- Assist in the recruiting, hiring and training of new employees
- Perform other duties as assigned