

Position Title: Late Night La Salle Student Manager
Department: Campus Life
Supervisor's Title: Assistant Director for Campus Activities

Position Summary

The Late Night La Salle Student Manager assists the Assistant Director for Campus Activities in planning, execution and assessment of Late Night La Salle events. Managers participate in the programming, setup, staffing, and cleanup of events. They also assist vendors, performers, students, faculty, and staff with their needs during scheduled late night events.

The Late Night La Salle Student Worker will be appointed by the Assistant Director for Campus Activities. This part-time position requires 2-15 hours per week, depending on needs and availabilities.

Essential Duties and Responsibilities

- Communicate regularly with the Assistant Director for Campus Activities to discuss upcoming events, and keep the Assistant Director informed of staff relations, program success, and partnership success
- Lead a group of LNL Student Workers to coordinate, publicize, and execute events
- Direct and greet vendors, performers, faculty, staff, and students during events
- Monitor the spaces being used during events to ensure they are setup correctly, in working order, and are left in an acceptable condition
- Attend monthly staff meetings, bi-weekly manager meetings, scheduled 1-on-1s, and semesterly training sessions (April 2019, Aug 2019. Specific dates to be determined)
- Assist groups sponsoring events to ensure that events run smoothly and efficiently
- Oversee all individuals participating in events to ensure that the rules and regulations governing behavior at the University are followed
- Meet the expectations of all Late Night Managers (timeliness, positive attitude, contributing, role modeling, etc.)
- Other duties as assigned

Minimum Requirements

- Able to work weekends and evening (Late Night) hours
- Able to come to monthly staff meetings, bi-weekly manager meetings, 1-on-1s, and semesterly trainings
- Substantial understanding of the University and its resources
- Can work independently and take initiative without instruction
- Comfortable working with and instructing peers
- Good interpersonal communication and customer service skills
- Ability to lift at least 20 lbs

Reports to:

This position reports to the Assistant Director for Campus Activities.