

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

Position Summary

The Late Night La Salle Student Worker assists the Assistant Director for Campus Activities and the Student Managers in planning and execution of Late Night La Salle events. Employees 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 2-10 hours per week, depending on needs and availabilities.

Essential Duties and Responsibilities

- Communicate regularly with the Assistant Director for Campus Activities to discuss scheduling and coordinating upcoming events
- Work with the LNL team to coordinate, publicize, and execute events
- Direct and greet vendors, performers, faculty, staff, and students during events
- Support the Assistant Director for Campus Activities and Student Managers in monitoring 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, 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
- Support the Assistant Director for Campus Activities or Student Managers in overseeing 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 employees (timeliness, positive attitude, contributing, etc.)
- Other duties as assigned

Minimum Requirements

- Able to work weekends and evening (Late Night) hours
- Able to come to monthly staff meetings, 1-on-1s, and semesterly trainings
- Basic 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.