

# Event Worker



**Department:** Facilities

**Type:** Staff, Full-time

**Reports to:** Facilities Maintenance Superintendent

A physical demanding position that will consist of setting up and taking down events and projects on Stephens College.

## **Responsibilities:**

1. Set up and tear down tables, chairs, etc. for events
2. Clean venue before and after events
3. Attend weekly master calendar meetings
4. Work occasional evening and frequent weekends
5. Coordinate and execute seasonal & special facilities projects
6. Deliver & pick up packages/boxes to different campus building
7. Assist management with other tasks such as warehouse, recycling, etc.
8. Other duties as assigned.

## **Qualifications:**

- High school degree
- Experience in a facilities environment desired
- Strong interpersonal, oral and written communication skills
- Knowledge of facilities procedures
- Able to work independent and following directions
- Self-Motivator and starter that can fully complete tasks
- Will need to obtain valid Class E driver's license within one month of hire date

## **Working Conditions:**

- Work is performed 90% in usual office, classroom, common areas, and residence hall conditions and 10% outside under varied weather conditions.
- Work involves frequent stooping/kneeling, pushing/pulling, lifting/carrying and exposure to chemicals.
- Work requires exposure to cleaning chemicals, dust, dirt and requires following safety precautions.
- Work requires ability to lift 30 pounds unassisted and up to 50 pounds with assistance.

*Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and College-paid retirement plan.*

## **To Apply:**

Qualified applicants must complete an on-line [Stephens College application](#).

Employment will require a criminal background check. Review of applicants will begin immediately and will continue until the position is filled.

*Stephens College is an Equal Opportunity Employer. A diverse community on campus is valued, so women, minorities, veterans, and individuals with disabilities are encouraged to apply.*

Smoke-free campus