

**Perry Field House Event Planning and Facility Operations Assistant****9 Hours/Week - 3 Credits/Semester**

**A. Main Purpose of the Job:** Liaison with large event user groups and aid with student and facility supervision including front desk operations, equipment set-up, event logistics and planning, and customer service. This individual reports to the Perry Field House Graduate Assistant and the Assistant Director for Recreation & Wellness.

**B. Responsibilities include:**

- Event set-up and tear down
- Logistical event planning and execution
- Equipment inventory
- Liaison with user group leaders
- Documentation of each event
- Demonstrate exemplary customer service.
- Basic operations of the Perry Field House
- Other duties as assigned

**C. Required Commitments and Assignments.**

Specific attendance requirements for events to be mutually arranged with student and supervisor.

Weekly organization of Perry Field House equipment

Weekly meetings with PFH Graduate Assistant

Hold appropriate office hours

**D. Dress:**

Business casual

All employees should always appear neat, clean and have shirts tucked in at all times. No hats, cut-offs, or jeans are permitted during work hours and shoes that cover the entire foot are required at all times. One employee shirt to be provided.