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 remaining alert and responsive to their requests. Customer service is the highest priority
- Provide information about the campus, its academic and non-academic functions and the community in general
- 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 various room set-ups and configurations
- Inspect and maintain meeting rooms (prior to and at conclusion of all events)
- Ensure rooms are set for upcoming events
- Be able to open building and secure it at closing.
- 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
- Read and respond to all correspondence from supervisors
- Conduct one’s self in a professional manner.
- Attend regularly scheduled meetings and follow all scheduling policies.
- Perform other duties as assigned