About Conference and Event Services
Conference and Event Services (CES), is a unit at the University of Denver (DU) that provides event services to external organizations, faculty, and staff who wish to host an event on campus. The events hosted vary from meetings to educational seminars, banquets, and weddings. At CES, we strive to elevate expectations and contribute to the common good of both our local, domestic, and global communities.

Job Summary
The Student Event Assistant (SEA) is a vital part of our operations. As a representative of our department and the University, the Student Event Assistant will aid in all tasks needed to produce a successful event. The SEA will model great customer service and strong teamwork characteristics, such as responsibility, a positive attitude, flexibility, efficiency, and excellent communications skills.

Job Details
Job Type: Temporary, non-benefitted
Hours: 20-30 hours per week
Compensation: $11.00 per hour and optional discounted housing**

** If choosing to live on campus, 4 hours per week will be deducted from paycheck to cover housing.

Availability
Training will take place from May 27th – June 5th, 2015.

Applicants with major conflicts, such as long vacations or trips of more than five consecutive days during the applicable work period will not be considered.

Requirements & Qualifications
- Must meet the availability requirements specified above and be able to maintain a flexible schedule; this position involves weekend, holiday and some evening shifts.
- Basic Microsoft Office and computer skills.
- Ability to troubleshoot and work in fast paced environment; must have excellent customer service, communication, and interpersonal skills.
- Must be detail-oriented, organized, and a team player.
- Some event experience and familiarity with DU is preferred

Duties & Responsibilities
- Work front desk shifts at our main office and assistant in event set-ups and events as needed
- As the primary resource for clients and residential guests, duties may include (but are not limited to) answering phone calls and questions, troubleshooting client issues, providing directions, and understanding all procedures.
- Clerical duties include (but are not limited to) monitoring our main email and phones, creating event materials, processing work order requests, and keeping track of mail.
- Responsible for support of CES to create a safe environment.
• As representatives of DU, a SEA must follow the dress code and maintain professionalism at all times.
• Communicate regularly with CES professional staff members to address any issues and/or concerns.
• Complete additional duties as needed by the Manager of Internal/External Events.

Application Process
Due Date: Thursday, April 23, 2014 at 04:00 PM*

How to Apply: Online: Email your completed application AND resume to Bri.Culberson@du.edu.

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In Person: Submit your completed application AND resume at the CES office, located in Centennial Towers at 1745 S. High St., Room 135, Denver CO 80210. Office hours are Monday-Friday 9:00 am – 4:30 pm.

*Applications will not be accepted beyond the deadline. Candidates are encouraged to apply early. CES will contact all applicants for interviews via email. Please check your email regularly and respond promptly; not responding may result in a missed opportunity to interview and/or not being considered for the position you applied for.

General Decision Outline (Subject to Change)
April 23 Application deadline
April 28 – May 5 Interviews
May 7-8 Offer sent via email
May 11-15 Background checks, housing applications, etc.
May 27 Start date