



## *University Center Job Description*

# UCEN SERVICE ASSISTANT

**Job Title:** UCen Service Assistant

**Department:** UCen Administration

**Reports to:** Conference Services Manager

**Rate of Pay:** \$8.00 per hour

### **Schedule:**

This position is staffed all hours that the UCen is open or hosting events. Shifts are scheduled around school between 6:00 am and 2:00 am, seven days per week. Students may work up to 20 hours per week during the school year, and up to 40 hours per week during breaks. You will be required to work your fair share of early morning, late night, and weekend shifts.

### **Essential Duties:**

Service Assistants work under the supervision of Service Managers as representatives of UCen Administration in order to:

- Ensure that UCen policies and procedures are adhered to
- Maintain security, safety, and appearance of the UCen
- Implement Conference Services events
- Serve as UCen Emergency Coordinators
- Perform other assigned tasks
- Gain leadership, teamwork and management training

### **Qualifications:**

Service Assistants are expected to be dependable, responsible, cooperative, self-motivated and willing to strive for excellence. They should be able to lift at least 50 pounds.