**Event Support-LINC Event Staff**

**Please see Special Instructions for more details.**

Please apply into this posting and provide all required application materials. OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

**Position Details**

**Position Information**

|  |  |
| --- | --- |
| **Position Title** | Student Support Services |
| **Job Title** | Event Support-LINC Event Staff |
| **Appointment Type** | Student Employee |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Min Hourly Rate** | $10.25 |
| **Max Hourly Rate** | \* |
| **Position Summary** | This recruitment will be used to fill 3-4 part-time (a maximum of 20 hours per week) Student Support Services positions for Conference Services at Oregon State University. LaSells Stewart Center is a 45,000 square foot conference, convention, and performing arts center providing space and services to on and off-campus groups for conferences and events. Serving a diverse clientele, LaSells Stewart Center annually hosts over 500 events and over 100,000 guests. Our goal is to provide excellent customer service and a positive experience to our clientele, and enhance OSU as a top-tier conference and performing arts destination. The student staff position within our organization plays a significant role in the successful management of these events. |
| **Position Duties** | Main position duties include, but are not limited to: - Set up and tear down of conference and performance spaces for events hosted within LaSells Stewart Center. Includes moving tables, chairs, equipment, etc. in to place.  - Operation and technical support of A/V equipment. Includes setting up audio, video, and lighting. Assisting with conference technology such as projectors, microphones, and computer support for conference presenters and event clientele.  - For Austin Auditorium performing arts events: pre and post show preparation and cleanup/reset of the space. Showtime stage crew support: may include running audio, video, stage lighting, follow spot lights, helping with backstage management, lobby management, assisting clients with ushering, ticket taking, and crowd control, etc.  - clerical duties such as staffing front desk, answering phones, etc.  - Some cleaning and general facility maintenance and upkeep is required.  -Always providing excellent customer service and going above and beyond to ensure our clientele have a positive experience with us here at LaSells Stewart Center.  Additional duties for LINC Event Support:  Event support for the visiting clientele Basic clean up after events At the conclusion of after-hours events, this position will sweep the building to make sure all public guests have exited the building lock up and secure building for after-hours events |
| **Minimum Qualifications** | Employment Eligibility Requirements (<http://fa.oregonstate.edu/stu-manual/500-employment-eligibility-requirements>) |
| **Additional Required Qualifications** | -Must be able to lift at least 50lbs -Must have a reliable way to be contacted; phone, cell phone, text, email, etc. -Knowledge of MS Office® suite such as Word®, Excel®, PowerPoint® -A commitment to promoting and enhancing diversity -Must be a prompt and reliable individual -Students will set their own work preferences around their commitments, but it is expected that they be willing and able to work early mornings, late nights, weekends, and during major campus and facility events. |
| **Preferred (Special) Qualifications** | -Experience operating audio, video, and lighting equipment. -Theater background -Computer science or IT background -Excellent customer service skills, or background in customer service -Willingness to learn and take direction -Comfortable working as an individual or as a part of a team -LSC staff should be courteous and detail oriented -Trustworthy and dependable |
| **Working Conditions / Work Schedule** | The student worker may be required to work up to an approximate 20 hours per week. |

**Posting Detail Information**

|  |  |
| --- | --- |
| **Posting Number** | P03342SE |
| **Number of Vacancies** | 3-4 |
| **Anticipated Appointment Begin Date** | 04/01/2018 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 03/21/2018 |
| **Full Consideration Date** |  |
| **Closing Date** | 03/28/2018 |
| **Indicate how you intend to recruit for this search** | Competitive / Student - open to ALL qualified/eligible students |
| **Special Instructions to Applicants** | Please apply into this posting and provide all required application materials.  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**