



Event Setup Assistant

Franklin College is seeking to fill an Event Setup Assistant within their Physical Facilities department. The Event Setup Assistant will be responsible for completing all setups for any campus event. This position will also be responsible for facilities' inventory room, not limited to accounting for on-hand supply items and the value of inventory, and also resupply items and order information. The Event Setup Assistant will be expected to safely move furniture, set up tables, chairs, stages, and must be willing to develop other skills as necessary. The Event Setup Assistant will be required to work outside of work hours on some occasions. This position will also be responsible for managing student workers, setting sporting events, mowing, watering, snow removal, and carpool van cleaning. This is an hourly, non-exempt, 12-month, full-time position reporting to the Event Planning Coordinator.

ESSENTIAL FUNCTIONS:

- Regularly walk long distances;
- Regularly climb stairs without assistance while potentially carrying various items;
- Regularly lift and carry up to 50 lbs.;
- Pushing and pulling machines weighing 50 lbs.;
- Ability to reach and lift things overhead;
- Possess dexterity;
- Possess the ability to grip things 45# minimum;
- Working in heat and cold environments regularly;
- Follow and abide by all safety rules and regulations;
- Other duties as assigned.

QUALIFICATIONS:

This position requires a High Diploma or GED from an accredited college or university. This position requires excellent communication, organizational, and multitasking skills. The individual performing the duties of this position must be proficient in using a dolly or equipment cart. This position must correctly wear Personal Protective Equipment (PPE) when necessary or required. This position will need to adapt to ever changing environments or conditions.

APPLICATION PROCESS

Excellent benefits package including: health, life, and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Interested candidates should submit a complete application including a cover letter, resume, and three professional references via the following link – [Franklin College Staff Application](#)

Contact Human Resources with additional questions.

Office of Human Resources
Franklin College
101 Branigin Blvd.
Franklin, IN 46131
humanresources@FranklinCollege.edu



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