



**DATE ISSUED:** 03/16  
**FLSA:** Non-Exempt  
**PTO:** COVS

## ***JOB DESCRIPTION***

### ***TITLE***

Conference Assistant/Building Attendant

### ***JOB SUMMARY***

This position assists with the facilitation of conferences, camps and special events. Work is performed under general supervision with the some flexible work scheduling required. Performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Director, Student Union/Conference Services

*Supervises:* No supervisory responsibilities

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Ensures the building and all event facilities are presentable, lights are at the appropriate levels and temperature is comfortable. Includes sweeping leaves or debris in entry way, checking bathrooms, and clearing trash or dishes left in the common areas.
- Communicates with main events contact throughout event to ensure that their event is running smoothly.
- Communicates with caterer or other vendors as needed throughout the event.
- Helps to direct guests and other visitors to the building.
- Performs periodic room checks/walk thru of each room in the building in which events are taking place.
- Assist the client to turn on the technology, and troubleshoot as needed during the event.
- Turns off technology at the end of an event and secure all rooms in the facility.
- Communicates with DPS if issues arise.
- In the event of an injury or emergency, follow the Conference Services emergency procedures

**ADDITIONAL DUTIES**

- Performs other duties as requested.

**EDUCATION**

High school diploma or equivalent required.

**EXPERIENCE**

Customer service experience and event related experience preferred.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Ability to adapt to a fast-paced work environment, handle multiple tasks, and demonstrate organizational skills.
- Ability to represent the University in a friendly, courteous, and professional manner.
- Ability to take initiative and to work independently.
- Ability to communicate effectively, both orally, in person and by telephone, and in written form.
- Ability to work in various indoor atmospheres and outdoor situations which may include extreme heat and cold as well as noise.
- Ability to occasionally lift and carry approximately 25 pounds and push or pull approximately 50 pounds.
- Ability to use a personal computer and other office equipment, including related university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

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The employee may be required to travel. Ability to occasionally lift and carry approximately 25 pounds and push or pull approximately 50 pounds.

### **WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Ability to work in various indoor atmospheres and outdoor situations which may include extreme heat and cold as well as noise.

### **SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

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***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***