



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

JOB DESCRIPTION

TITLE

Conference Assistant/Chapel Attendant

JOB SUMMARY

This position assists with the facilitation of weddings, memorial services, and other events held in the Little Chapel in the Woods. 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:

- Opens the building and checks lights and HVAC.
- Greets clients.
- Sets up space with items rented from Conference Services; candles in candelabras, Sheppard hook, sound system, tea lights, pedestals, guest book table, easel, piano, organ, pedestals, kneeler, event signage and pew clips.
- Performs special requests from the wedding party.
- Coordinates with the photographer, florists, organist, pianist, and other musicians for set up in appropriate locations.
- Cleans candles, dressing rooms, and floral items between weddings.
- Assists couple during rehearsal to finalize wedding order, layout, etc.
- Coordinates with couple to help them get lined up and walk down the aisle.
- Monitors chapel functions and events to ensure proper service.
- Responds to requests for assistance from chapel participants by providing prompt, efficient, and courteous service and assistance.
- Assists other University departments as needed during special events and camps.
- Assists with weddings and events including facilities arrangements and physical setups.

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- Reports and seeks corrective measures to problems involving facilities and services such as media, catering, climate control, and custodial services.
- Helps ensure that no one enters the chapel while the bride/groom is walking down the aisle and no one from the general public enters the chapel during the ceremony.
- Takes and sends conference services pictures of setups that can be used when promoting the chapel.
- Puts away all items used after ceremony and replace all used candles.
- Communicates with DPS if issues arise.
- Follows the Conference Services emergency procedures in the event of an injury or emergency.

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.

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- Ability to occasionally lift approximately 20 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.

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. Work is normally performed in a typical interior work environment. 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: _____

Printed Employee Name: _____

Date: _____

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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.

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