

*The University of the Fraser Valley Student Union Society (SUS) is a BC Not-For-Profit Society representing and serving UFV students. The SUS manages the Student Union Building and facilitates a number of services such as the UFV Campus Connector, food services, and the student health and dental plan. SUS also provides support to an active community of student clubs and associations, organizes community events, and provides wellness and developmental programming. As the official representative body of UFV students, our mission is to create a strong, unified student voice, provide services and developmental opportunities to our members, and advocate on behalf of the interests of the UFV student community.*

## SUB Event Crew Member

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**Work Schedule:** On call (Min 2hr, Max 8 per call)

**-Reporting to:** Services & Marketing Director

### **POSITION DESCRIPTION**

The SUB Event Crew Member will assist the SUS Services team in setting up and tearing down chairs, tables and equipment for events happening in the SUS bookable spaces. The SUB Event Crew Member will follow the event floor plan and arrange chairs, tables, stages etc. in the requested order. The SUB Event Crew Member will also make sure all equipment is returned at the end of the event and that the spaces are clean and locked at the end of this process.

### **THE RESPONSIBILITIES AND DUTIES OF THE SUB EVENT CREW MEMBER INCLUDE BUT ARE NOT LIMITED TO:**

- Setting up tables, chairs, podium, stages, etc. for events on site (Evered Hall S1114, S1116, S1118)
- Ensuring event/room set-ups are completed accurately, safely and efficiently
- Moving panels in the Evered Hall as requested
- Break down of event set-ups in an accurate, safe and efficient manner
- Inspecting the facility and reporting any maintenance or custodial concerns to the Services Director or Services Coordinator
- Inventory and examining rental equipment after event to ensure items are returned intact, and damaged items are documented appropriately

- Handle and maintain storage room accordingly
- Performing other duties as requested

#### **QUALIFICATIONS AND ASSETS**

- Willingness to learn and develop professional skills;
- Must work with and treat all people respectfully and equally;
- Professional work ethic, exercising of good judgement, tact, initiative, and high degree of diplomacy;
- Able to manage deadlines and plan tasks well in advance;
- Strong ability to research and analyse information;
- Superior organization and administration abilities;
- Working both independently and cooperatively as part of a team;
- Excellent verbal and written communication.

#### **TERM OF EMPLOYMENT**

Weekly schedules will be sent by the Services & Marketing Director in order to accommodate the employee's academic schedule. This is a term contract that lasts from August 01 2017, to December 30, 2017 with an option to renew for an additional term from January 1 – March 30<sup>th</sup>, 2018. Applicants must be current students of UFV and take at least one course in both the Fall and Winter semesters.

#### **SALARY**

\$10.85 per hour

#### **CLOSING DATE**

Applications will be accepted all summer 2017.

#### **APPLICATION PROCEDURE**

Please send a cover letter and resume to UFV SUS at [hr@ufvsus.ca](mailto:hr@ufvsus.ca).

We thank all applicants for their interest; however, only selected candidates will be contacted for an interview.