



JOB DESCRIPTION

Event Crew Member

Student Union Society

Abbotsford Campus

p: 604-864-4613

w: ufvsus.ca/

e: hr@ufvsus.ca

About the UFV Student Union Society

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

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

Reporting to: Senior Manager, Facility Operations

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.

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
- Handle and maintain storage room accordingly
- Performing other duties as requested
- Inspecting the facility and reporting any maintenance or custodial concerns to the Senior Manager, Facility Operations
- Inventory and examining rental equipment after event to ensure items are returned intact, and damaged items are documented appropriately





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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 Senior Manager, Facility Operations in order to accommodate the employee's academic schedule. This is a term contract that lasts from September 1, 2018 to December 31, 2018, with an option to renew for an additional term from January 1 – April 31, 2019. Applicants must be current students of UFV.

SALARY

\$12.65 per hour plus 4% vacation pay.

CLOSING DATE

Applications will be accepted throughout Fall 2018

APPLICATION PROCEDURE

Please send a cover letter and resume to UFV SUS at hr@ufvsus.ca.

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

