

Job Description for Temporary, Casual or Interim Positions

Job Title	Event Support Assistant IB		
Interim Job Code	INT132	Pay Grid	Temporary
Student Work Program Job Code	WPS132	Pay Grade	Level 1

Job Summary

Perform a variety of routine tasks for events including the set-up and take down of materials, answering basic inquiries and cashiering duties. Work is routine and performed under established guidelines.

Accountabilities

1. Assist with the set-up and take-down of materials for various events and activities.
2. Answer basic inquiries in-person and escalate issues when necessary based on established departmental guidelines.
3. Perform routine cash registrar transactions based on departmental guidelines.
4. Participate in general upkeep of supplies under direction of Supervisor.
5. Assist with other related duties to contribute to the overall operation of events under direct guidance.

Qualifications

Education: High school diploma or equivalent.

Experience: No prior experience required.

Working Conditions

- Exposure to inclement weather during events and activities.
- May be required to lift and/or move materials (up to 20 lbs.) during the set-up and take down of events.