WORK STUDY AND STUDENT EMPLOYMENT JOB DESCRIPTION

JOB TITLE: Event Assistant

HOURLY PAY RATE: Based on the number of years a student has participated in the FWS or CWS Program.

The standard student pay rate is $12 for the first year working on campus, and one dollar additional per hour thereafter. If you are requesting a different pay rate, please explain why:

DESCRIPTION OF JOB DUTIES:

Assist in event planning by typing lists, stuffing folders, determining room setup and all or any details involved in planning.

Assist at event with setup of tables and chairs and of food and beverages. Serve beverages when needed.

Other duties as assigned.

QUALIFICATIONS AND/OR SKILLS REQUIRED:

Student must be in good academic standing.

DEPARTMENT: Student Services

ACADEMIC PERIOD: 2017-2018

NUMBER OF STUDENTS NEEDED: Varies

TERMS EMPLOYMENT IS NEEDED: Fall and Spring

DAYS AND HOURS: Varies

COMMENTS: Events occur 3 – 4 times per year. Employment is very sporadic. If you are interested in this position e-mail Barbara McGinley at mcginleyb@neco.edu
SUPERVISOR  Barbara McGinley  

BUDGET HEAD  Barbara McGinley 

ACCOUNT NUMBER  5004 

NOTE: FWS ELIGIBLE STUDENTS HAVE PRIORITY FOR ALL POSITIONS