FAMILY WEEKEND CREW POSITION DESCRIPTION

The Family Weekend Crew consists of a small group of students who work with the professional Student Activities & Leadership staff in guest hospitality and the execution of Family Weekend events.

Responsibilities include, but are not limited to:

- Campus prep: Hanging directional signage, assisting with preparing registration materials, decorating campus
- Guest hospitality: Registering guests, answering questions and providing directions, providing golf cart and/or van transportation for guests to various events, administering feedback surveys
- Event management: Assisting with event setup and execution, counting event attendance, tearing down and securing event materials
- Other duties as assigned, which may include: Moving Family Weekend supplies (may include heavy boxes), assisting the Family Weekend coordinator with special projects, cleaning up after events, and assisting with the Remington Arts Festival 5k event in various capacities

Desired Qualities:

- Responsible & dependable
- Organized (strong attention to detail)
- Strong interpersonal and customer service skills
- Positive attitude
- Ability to work both independently and as part of a team
- Ability to separate work time from social time
- University van and golf cart driver certification preferred, but not required

Students applying to work Family Weekend should be aware that:

- When hiring, we strongly prefer students who are available for as many hours as possible over the weekend. Shifts are typically a minimum of 4 and a maximum of 8 hours at a time. Split shifts (4 hours in the morning, 4 hours at night) are also a possibility. We do our best to accommodate student-athletes and others who may need to work around legitimate prior commitments.

- You may still work during Family Weekend even if you currently have 2 other jobs on campus. Similarly, your Family Weekend hours will not count toward the maximum amount of hours you are allowed to work in a week (but we limit the number of hours that each student works specifically for Family Weekend to 15 total).

Applications for this position can be completed online at http://www.stlawu.edu/student-activities-and-leadership/form/family-weekend-2015-student-worker-application

Questions can be directed to Laura Lavoie, Assistant Director of Student Activities & Leadership

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