POSITION DESCRIPTIONS

POSITION TITLE: Facilities Coordinator
ORGANIZATIONAL UNIT: Office of Housing Administration
REPORTS TO: Conference Services Manager

GENERAL DESCRIPTION OF POSITION:
The Conference Facilities Coordinator (FC) shall be responsible to the Conference Services Manager (CSM) for facility set-up, audio-visual equipment and signage.

SPECIFIC RESPONSIBILITIES:

TRAINING
1. Must attend Instructional Technology A/V training and Defensive Driving.
2. Must attend and assist with all training and in services sessions as required.

ADMINISTRATIVE DUTIES
1. Supervises, trains, and evaluates the Logistics Desk Assistants (LDAs).
2. Attend weekly senior staff meetings.
3. Works with Summer Staff Liaison on creating a bi-weekly schedule for LDAs.
4. Assists the Conference Services Coordinator with logistical arrangements for conference groups; works with the Conference Assistants to coordinate all facility set-ups, including set-up of tables and chairs for check-in/out of groups.
5. Keep inventory of all audiovisual equipment and tables and chairs. Must also maintain good condition of all equipment.
6. Works with a variety of campus departments in making arrangements for conference groups: arranges for the delivery of tables and chairs from physical plant; requests adjustment of lawn watering schedules, etc.
7. Attends all pre-summer and summer training sessions and assists with training as required.
8. Keeps a record of all equipment checkouts and charges for group billing. The CSM and CA must be notified of charges.
9. Works with Operations Coordinator to plan an event for custodial and maintenance staff.
10. Provides signage for conference groups and the Office of Housing Administration.
11. The FC is "on call" during the summer months and carries a cell phone at all times and must respond to all pages in a timely manner. The FC must secure approval from the CSM before staying away from campus over night.
12. Other duties as assigned by the Conference Services Manager.

GENERAL EXPECTATIONS:

Meet daily with the Conference Services Manager, when applicable.
1. Must wear Conference Housing Services Uniform while working in the office or with
conference guests.
2. Work productively and cooperatively with all members of the housing and university community to implement the conference program.
3. Carry a cell phone 24/7 to respond to any situations as necessary.
4. Accept other duties as assigned.

REQUIREMENTS:
1. Must be eligible for employment as a student assistant. Must be enrolled at SDSU in the Spring 2016 semester, AND must be eligible for continuing enrollment at SDSU in the Fall 2016 semester, AND must intend to be enrolled at least half time at SDSU in the Fall 2016 semester.
2. Must maintain good academic standing with the university (current grade point averages will be verified prior to hiring of all staff; student in danger of becoming academically disqualified will be withdrawn from consideration).
3. Must have the ability to maintain a good working relationship with university staff, conference staff, conferees residents and visitors. Must have the ability to maintain a professional manner in all situations.
4. Experience: must have one or a combination of the following:
   a. One year of work experience dealing with the public, answering phones, researching answers, solving problems and performing routine tasks.
   b. One academic year as a resident advisor or student assistant.
   c. Two summers of paid experience as a camp counselor or leader of an organization that deals with people of at least high school age.
5. Must possess a valid California drivers license and must have a good driving record (will be required to take the Defensive Driving course).
6. Ability and willingness to transport self across campus quickly and on short notice (personal car or bicycle is strongly recommended).
7. Must be available for the ENTIRE period of employment shown in the "Dates of Employment" section on page one of this job description.
8. Must be available for Senior Staff training (to be announced) and on-site team training May 25 - May 27, 2016.

PREFERRED SKILLS:
   Organization Administrative/
   Management

DATES: May 1 - August 15, 2016
SCHEDULE: Approximately 20 - 30 hours per week. This position will work many weekends and work schedule and hours will vary considerably. This position may pick up desk shifts as a Desk Assistant when applicable (see Desk Assistant description).
COMPENSATION: $11.00/hr
NUMBER OF POSITIONS AVAILABLE: 1 position