

**VIKING UNION  
EVENT SERVICES ASSISTANT**

**Viking Union Mission:**

*The Viking Union welcomes and engages students, faculty, staff, and guests in building a diverse community. We continually strive to enhance the Western Experience through supporting student leadership, campus involvement and creative expression, and by providing services and events in our venues.*

***The Viking Union...Bringing Together the Campus Community at Western Washington University***

**Position Overview:**

The Viking Union is a place where the campus community meets to share common interests, participate in activities, and socialize within a student-centered environment. Through our services, we strive to provide high quality resources and customer friendly assistance to the Associated Student programs and other users of our facility. The Event Services Assistant's primary duties are to:

- Reflect a courteous, helpful attitude towards the users of the Viking Union.
- Run and distribute daily and weekly EMS reports/Assist in the daily filing.
- Assist in receiving reservation requests through EMS. Give general information concerning the policies of reserving space and outlining available services.
- Answer phone calls and in-office requests in the absence of the reservationist.
- Perform daily inspections to include the public area/conference rooms of the Viking Union
- Conduct periodic inspections of VU/AS Vehicles (fuel, clean, manage mileage reports).
- Other duties as assigned.

**Qualifications:**

The Event Services Assistant works under the general supervision of the Viking Union staff. Applicants must demonstrate effective interpersonal communications, an attention to detail, the ability to carry out tasks independently and ability to lift 25 pounds. Students must also demonstrate a solid academic commitment by maintaining at least a 2.0 cumulative GPA and a minimum of 6 credit hours per quarter.

**REPORTS TO:** VU Event Services Manager/Reservationist

**WORK TIME:** Academic Year, up to 19 hours per week to be arranged. Hours needed: 9am-4pm, Monday through Friday.

**SALARY LEVEL:** \$9.32 per hour

VU: 10/13-ks