# JOB DESCRIPTION

## POSITION NAME:
Facilitator Team

## EMPLOYMENT TYPE:
- WORKSTUDY
- COMMUNITY SERVICE
- TUTORIAL
- CAMPUS EMPLOYMENT

## DEPARTMENT/AGENCY NAME:
University Student Center

## PURPOSE OF POSITION:
Under the supervision of the Events Operations Supervisor, facilitators are responsible for the implementation and completion of set-ups for University Events Office authorized events.

## TYPICAL DUTIES:
- Thoroughly complete all event set ups
- Properly store and maintain Student Center furniture and equipment
- Provide light housekeeping assistance
- Review events scheduling system for work assignments
- Some administrative support required
- Other duties as assigned

## Minimum Requirements:
- Must be able to lift heavy equipment
- Excellent attention to detail, communication and organization skills.

## Preferred Qualifications:
- 1 year similar experience

## OFFICE EQUIPMENT REQUIRED:
- Walkie Talkie

## SUPERVISION RECEIVED:
- **SUPERVISION REQUIRED**
- **LITTLE SUPERVISION REQUIRED**
- **RARELY NEEDS SUPERVISION**

## CONTACT INFORMATION:
- **CONTACT PERSON:** Thomas Potts
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## OPENING DATE:  
## CLOSING DATE: