



Job Description

Job Title:	Conference Events Set-up Assistant	Job Code:	
Department:	Corporate and Continuing Education - HCC	Grade:	G
Date:	March, 2006	FLSA:	Non-exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Conference Events Set-up Assistant is responsible for ensuring all meeting rooms are set in advance according to client specification. Serves as the needs of the client during the meeting and maintains the order and cleanliness of the meeting areas.

Characteristic Duties and Responsibilities:

1. Set tables, chairs and equipment according to client specifications.
2. Refresh and maintain conference and service areas.
3. Respond directly to client inquiries and requests.
4. Maintain inventory of equipment and supplies.
5. Responsible for overall guest satisfaction.
6. Consistent communication with HCC sales, planning and operational staff.

Reporting Relationships:

Direction Received: Reports to Director Harris Conference Center
Direction Given: No formal responsibility for supervising other employees.

Minimum Requirements:

High School diploma or GED is required. Minimum of one year experience in hospitality, customer service or related field. Similar experience in a customer service environment preferred. Ideal candidate can work a flexible schedule.



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Knowledge, Skills, Abilities and Worker Characteristics:

Must have basic understanding of computer equipment, software and Audio Visual equipment.

Ability to lift and maneuver heavy conference furnishings.

Must have a spirit to serve the customer.

Must have good oral and written communication skills.

Standing and walking for long periods of time.

Bending, reaching and kneeling.

Working Conditions:

Typical office and conference area environment.