

MORGAN STATE UNIVERSITY ♦ STUDENT EMPLOYMENT OFFICE

JOB DESCRIPTION

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY.

POSITION NAME:	EMPLOYMENT TYPE:
Facilitator Team	<input checked="" type="checkbox"/> WORKSTUDY <input checked="" type="checkbox"/> COMMUNITY SERVICE <input type="checkbox"/> TUTORIAL <input checked="" type="checkbox"/> CAMPUS EMPLOYMENT
DEPARTMENT/AGENCY NAME:	
Student Affairs / University Student Center	
PURPOSE OF POSITION:	
Under the supervision of the Administrative Facilitator, Facilitators are responsible for the implementation and completion of set-ups for University Events Office authorized events.	
TYPICAL DUTIES:	
<ul style="list-style-type: none"> • 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 <p>Minimum Requirements:</p> <ul style="list-style-type: none"> • Must be able to lift heavy equipment • Excellent attention to detail, communication and organization skills. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • 1 year similar experience 	
OFFICE EQUIPMENT REQUIRED:	
Walkie Talkie	
SUPERVISION RECEIVED:	
<input checked="" type="checkbox"/> SUPERVISION REQUIRED <input type="checkbox"/> LITTLE SUPERVISION REQUIRED <input type="checkbox"/> SOME SUPERVISION REQUIRED <input type="checkbox"/> RARELY NEEDS SUPERVISION	
CONTACT INFORMATION:	
CONTACT PERSON: William Clemm	
LOCATION: University Student Center Room 303	
TELEPHONE: (443) 885-4368	FAX: (443) 885-8248
EMAIL: WILLCLEMM@MOAC.MORGAN.EDU	

OPENING DATE:	CLOSING DATE:
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MORGAN STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
 STUDENT EMPLOYMENT OFFICE ♦ MOTE BELLO COMPLEX A-223 ♦ (443) 885-3141 ♦ FAX: (410) 319-4077