I, the undersigned, do understand that the position of Graduate Assistant (G.A.) for Event Operations includes, but is not limited to, the following duties:

1. Assist in setup and troubleshooting of audio-visual equipment and ensure the overall physical appearance and upkeep of all spaces within the Union Complex, reports directly to Event Operations Manager.

2. Provide ongoing training on technical operations for student staff including the upkeep of online training documents and assessment of training needs.

3. Assist with overall inventory control for Union Complex as well as a weekly AV equipment inventory.

4. Maintain financial records, monthly reports, and petty cash drawers for the Locker Room.

5. Schedule and facilitate Locker Room staff meetings and training.

6. Works with Operations Manager on student staff training and development (customer service, leadership development, etc.)

7. Conduct research regarding what other Unions are doing with space. (I.e. game rooms, lounge areas, study space, etc.) Conduct assessments of our operations and distribute surveys during events.

8. Attend and assist with special VIP functions as determined by the Assistant Director of Event Services and manage Trent Lott National Center events as needed.

9. Assists other graduate assistants in their responsibilities as needed.

10. Serve as a representative on the Union Complex Advisory Board. Attend department staff meetings, Professional Development Seminars, and other training programs as assigned.

* Hours: 7:30 AM to 11:30 AM availability preferred

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Signature

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Date