



CALIFORNIA STATE UNIVERSITY, STANISLAUS
Phone (209) 667-3354 ♦ www.csustan.edu/HR

EMPLOYMENT OPPORTUNITY

**POSITION: EVENT MONITOR
(CLASSIFIED AS: CASUAL WORKER)**

JOB #08/40

University Advancement is continually building a pool of persons interested in temporary hourly-intermittent employment as an Event Monitor to work throughout the year at California State University, Stanislaus. Hours are flexible and typically range from 3 to 20 hours per week. Positions are available on or after May 16, 2009 and ending on or before May 10, 2010. Based on facility rentals and job performance, there is a possibility of reappointment.

ESSENTIAL DUTIES: Under the general supervision of the Facility & Event Coordinator, committed individuals will perform the following duties to include, but are not limited to:

- Prior to each event, meet with the Facility & Event Coordinator to be briefed on details for the event and retrieve event cell phone, if necessary.
- Receive rental deliveries from off-campus vendors, verify that all items ordered are received, direct the set-up, confirm install, and sign vendor receipts.
- Ensure that the area reserved is clean and clear of debris.
- Ensure that restrooms nearest to the site are unlocked. Call Public Safety to arrange building opening.
- Direct outside parties (e.g. photographers, onlookers, other parties) to remain out of the reserved area during the contracted time.
- Assist host/hostess, party guests and vendors if possible.
- Promptly contact campus and/or city police if any emergencies arise, as appropriate.
- At the end of the scheduled time, ensure that all facilities are securely locked by calling Public Safety.
- Return supplies and cell phone to the Facility & Event Coordinator and report on details of the event.
- Perform other duties as assigned.

QUALIFICATIONS:

- High school diploma or equivalent.
- Demonstrated ability to work indoors and outdoors in a variety of temperatures.
- Ability to lift up to 25 lbs.
- Ability to work days, evenings and weekends as appropriate.
- Demonstrated ability to be punctual and reliable.
- Demonstrated ability to follow directions.
- Ability to remain calm under pressure.
- Thorough knowledge of English grammar and excellent communication skills.
- Demonstrated professional work ethic.
- Previous knowledge of university campus, policies and procedures is helpful.
- Valid CA Driver's License is required for positions where it is necessary to drive a campus cart/vehicle. (Small Vehicle Safety Training will be required)
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

HOURLY RATE RANGE: \$12.00 per hour.

POSITIONS ARE OPEN UNTIL FILLED. SCREENING OF APPLICATIONS TO BEGIN IMMEDIATELY.

APPLICATION PROCEDURE: Qualified candidates should submit a completed CSUS employment application (download electronic application at www.csustan.edu/hr) to:

California State University, Stanislaus
Human Resources
Mary Stuart Rodgers Educational Gateway Building, Suite 320
One University Circle
Turlock, CA 95382
Phone: (209) 667-3354

Applicants requiring necessary accommodations to the application process may contact Human Resources at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD.

THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.

CSU STANISLAUS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION TITLE IX/SECTION 503/504 EMPLOYER. QUALIFIED WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT <http://web.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html>

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.