POSITION: EVENT MONITOR  
(CLAssIFIED AS: CASUAL WORKER)  

Event Services 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 July 1, 2015 and ending on or before June 30, 2016. Possibility of reappointment based on budget, facility rentals, and job performance.

ESSENTIAL DUTIES: Under the general supervision of the Manager of University Events/Facility Rentals and with the lead direction from the Events Coordinator, committed individuals will perform the following duties to include, but are not limited to:

- Responds to open shifts for events through the “When I Work” App or online and select shifts you are available to work. Should you no longer be able to work a shift which you are scheduled, communicate with other event monitors to find a replacement.
- Review event details for events that you are working as they are sent to you prior to the event.
- Participate in meeting and training on campus as needed. These are scheduled with consideration made for staff who may also work full time jobs.
- Attend assigned event and monitor event to ensure compliance with University policies and procedures.
- Conduct event set-up. Receive rental deliveries from vendors, verify that all items ordered are received.
- Inspect the event location to ensure that the space is clean, everything is working properly, outside fountains are on, temperature is comfortable and set-up is complete and correct. Responds to issues promptly and accordingly to ensure a successful event.
- Make contact with the “Client” once they arrive and offer assistance to them. Check in with client throughout event to make sure that they have no questions or concerns.
- Direct groups who are not associated with our event (e.g. photographers, limos, onlookers) to remain out of the reserved area during the contracted times.
- Promptly contact campus and/or city police in an emergency as appropriate. Once the situation is under control communicate the issue to the Sr. Event Coordinator immediately.
- Coordinate with Campus Food Service Provider and other event vendors to work on the event timing that the client has provided. If there is a need to deviate from the schedule provided communicate with the client and vendors as appropriate.
- Confer with the client and event vendors as the event comes to a conclusion to gather feedback on the event. Email a summary of the event to the Sr. Event Coordinator so that it can be placed in the even file.
- Submit the hours you worked through the MyCSUSTAN link on the University website by the end of each month.
- Perform other duties as assigned.

QUALIFICATIONS:

- High school diploma or equivalent.
- 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.
- Thorough knowledge of customer service and working with the public.
- Working knowledge of the university campus, policies and procedures relating to events is helpful.
- Valid CA Driver’s License is required. Completion of University small vehicle training will be required.
- Access to email and internet for communication is crucial.
- Previous experience working independently is preferred.
- Demonstrated ability to be punctual and reliable.
- Demonstrated ability to follow directions.
- Basic CPR and 1st Aid Certificates are highly desirable.
- Familiarity with the “When I Work” scheduling software is helpful.
- Ability to learn computer programs.

HOURLY RATE: $12.00 per hour.

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

APPLICATION PROCEDURE: To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/Employment_Opportunities/Staff/index.html) to:

California State University, Stanislaus ∙ Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle ∙ Turlock, CA 95382

For questions, please contact: Ms. Monica Doll Nelson (209) 667-3808

A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: http://www.dot.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf.

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

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENDER, GENDER EXPRESSION, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A ‘MANDATED REPORTER’ UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083 AS A CONDITION OF EMPLOYMENT.

TO APPLY: In COM-PLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT: www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html

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

5/29/14; 3/25/15; 7/1/15; 8/6/15