



## UVM ALUMNI HOUSE

### Operations & Event Services Assistant

Operations & Event Services Assistants play a key role in the success of Alumni House. They are the “eyes and ears” of the building, supporting facility appearance, security, and guest service. Ops Assistants provide critical **event support** by setting equipment, facilitating audio-visual needs, and working directly with clients on-site. This is a demanding position requiring highly detailed work, independent problem-solving, and excellent communication skills. Student staff are expected to achieve the highest standards of guest service.

**This position requires some early morning, late night, and weekend hours.**

#### Position Responsibilities:

1. Develop a comprehensive knowledge of Alumni House history, mission, & amenities.
2. Review daily event reports; ensure event setups are consistent with requests.
3. Provide sound, light, setup, and audio-visual support to events.
4. Conduct building rounds to ensure appearance and security of facility. When security is jeopardized, respond accordingly and contact appropriate personnel.
5. Greet and assist all guests at the Welcome Desk during regular weekday hours of building operation; provide directions, house information, and conduct building tours.
6. Oversee the Alumni House private parking lot, distribute permits; track lot activity.
7. Support regular special projects of the Alumni Relations team.
8. Perform other duties as assigned.

#### Required Qualifications:

- Strong customer service, problem-solving, and communication skills
- Ability to move tables, chairs, and other house furniture/equipment
- Interest in developing skills in alumni relations, event planning, and facility management
- Desire to work within a flexible schedule and ability to adapt to evolving responsibilities
- A sense of adventure and willingness to take on a challenge!

**To apply online, please visit [go.uvm.edu/studentemployment](https://go.uvm.edu/studentemployment).**

Questions should be directed to the Alumni House Operations Manager at [pomaguir@uvm.edu](mailto:pomaguir@uvm.edu).