

Essential Functions – Conference Services GE

The Conference Services GE reports directly to the Student Faculty Center Conference Coordinator. Duties include being accountable for conference center equipment in the building as well as ensuring facility cleanliness and professional atmosphere throughout; primary student staff trainer for the Conference Services Department and responsibility for building procedures, audio/visual and IT equipment; provide expertise for conference audio visual and IT needs; acting as a building manager and performing opening and closing operations (as needed); coordinate auxiliary services (security, housekeeping and facilities); conducting reservations primarily for student organizations; checking for suspicious behavior and vandalism and responding appropriately. The position entails working closely with the Conference Coordinator and Associate Director on room layouts, audio visual equipment, hiring, training, scheduling, evaluating and terminating staff, reservations, correct room setup and breakdown, and maintaining good relationships and communication with both on and off campus clients.

Responsibilities include attending one bi-weekly meeting with the entire Student Faculty Center management staff. Also Graduate Externs must participate in a paid Fall training (approximately 5 days prior to the Fall Semester); all-staff training in August (depending on the academic calendar this may be the week before or after the Fall Semester starts); all-staff training in January (depending on the academic calendar this may be the week before or after the Spring Semester starts); be subject to four (4) performance appraisals conducted throughout the work year (2 in an informal (verbal) manner, 2 in a formal (written) manner at mid-year and year-end). Your evaluation is based on the Temple University Performance Development Plan and is related to the Departments goals and objectives for which you will also have a certain amount of accountability; complete a pre-year, mid-year, and post-year learning assessment; and attend regular staff development and advancement opportunities throughout the academic year.

Essential Functions – Recreation/Programming GE

The Recreation/Programming GE reports directly to the Student Faculty Center Recreation/Program Coordinator. Duties include being accountable for recreation center equipment as well as ensuring facility cleanliness and professional atmosphere throughout; primary student staff trainer for the Recreation Department and responsibility for fitness center operations and gym desk; acting as gym manager and performing opening and closing operations (as needed); develop, implement and evaluate intramural programs and recreational activities; checking for suspicious behavior and vandalism and responding appropriately. The position entails working closely with the Recreation/Program Coordinator on hiring, training, scheduling, evaluating and terminating staff, coordinating, running and assessing all student programs, departmental events and intramural activities, and maintaining good relationships and communication with both on campus clients.

Responsibilities include attending one bi-weekly meeting with the entire Student Faculty Center management staff. Also Graduate Externs must participate in a paid Fall training (approximately 5 days prior to the Fall Semester); all-staff training in August (depending on the academic calendar this may be the week before or after the Fall Semester starts); all-staff training in January (depending on the academic calendar this may be the week before or after the Spring Semester starts); be subject to four (4) performance appraisals conducted throughout the work year (2 in an informal (verbal) manner, 2 in a formal (written) manner at mid-year and year-end). Your evaluation is based on the Temple University Performance Development Plan and is related to the Departments goals and objectives for which you will also have a certain amount of accountability; complete a pre-year, mid-year, and post-year learning assessment; and attend regular staff development and advancement opportunities throughout the academic year.