



## Student Employee Job Description

<b>Position Title</b>	<b>Chapel Setup/Reset Crew Member</b>		
<b>Date Updated</b>	8/29/23		
<b>Dept Name</b>	Diversity and Inclusive Development	<b>Dept #</b>	320
<b>Contact</b>	Campus Pastor	<b>Email</b>	<a href="mailto:carlosfernandez@multnomah.edu">carlosfernandez@multnomah.edu</a>
<b>Weekly Hours</b>	Thursday mornings only at 8:30am to 11:30, occasional additional Chapel events		
<b><u>Primary Physical Working Conditions</u></b>	Common Area/Conference Room	<b>Primary Location</b>	Portland Campus
<b>Position Summary</b>	Set up and reset chairs in dining hall for campus chapels.		
<b>Responsibilities</b>			
Duties will include both set-ups and resets for chapel			
Properly care for resources storage areas			
Delivery of resources including, but not limited to: tables, chairs			
Other event specific tasks assigned when needed			
<b>Skills and Experiences gained from this position</b>			
Good customer service habits and proper etiquette			
Strategic time management			
Team dynamic, guest relations, and autonomous working style			
Fast-paced, efficient work habits during periodic rushes and high demand tasks			
<b>Qualifications</b>			
Be able to lift up to 50lbs unassisted and stand for up to 3 hours at a time			
Stoop, bend, and perform repetitive motions			
Be willing to perform manual labor tasks			
Have a flexible schedule and be available before and after Chapel			
Possess a teachable attitude			
Be a good team player			
<b>General Expectations for all Student Employees</b>			
Communicate with Co-Workers			
Have good customer service			
Follow through on tasks and details			
Communicate with Supervisor			
Manage time and prioritize while at work			
Be on-time to work with no more than 5% absenteeism			
<b>Eligibility / Restrictions</b>			
Student Employees cannot exceed 20 hours / week while classes are in session and 40 hours / week during class breaks			
Must be enrolled at least half-time to be eligible for this position			
<b>Apply</b>			

[Online Application](#)

**Contact** Campus Pastor

**Email** [carlosfernandez@multnomah.edu](mailto:carlosfernandez@multnomah.edu)