



Student Employee Job Description

Position Title	Chapel Setup/Reset Crew Member		
Date Updated	1/24/2024		
Dept Name	Diversity and Inclusive Development	Dept #	320
Position Supervised By	DID Operations Coordinator		
Weekly Hours	Thursday mornings only at 8:30am to 11:30, occasional additional Chapel events		
Primary Physical Working Conditions	Common Area/Conference Room	Primary Location	Portland Campus
Position Summary	Set up and reset chairs in dining hall for campus chapels.		
Responsibilities			
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			
Skills and Experiences gained from this position			
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			
Qualifications			
Be able to lift up to 50lbs unassisted and stand for up to 3 hours at a time			
Stoop, bend, and perform repetitive motions			
Have a flexible schedule and be available before and after Chapel			
Be willing to perform manual labor tasks			
Possess a teachable attitude			
Be a good team player			
General Expectations for all Student Employees			
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			
Eligibility / Restrictions			
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			
Student Employee Acknowledgement			
			1/24/2024
Signature			Date