

Event Advising Team Staff Job Description

Event Advising Team staff is paraprofessional student staff that, as a team, supports fellow students in event planning and food production.

- Participating as a member of a team that provides student organizational training, advising and recognition programs.
- Actively promoting a learning environment that encourages long-range event planning, adherence to rules and regulations, assurance of safe/sanitary conditions, proposal of procedures for food preparation and thorough follow-through in event evaluation and record keeping.
- Coordinating and scheduling the use and staffing of the MU East International Kitchen

Event Planning

- Registers events
- Attends student organization planning meetings to provide advice and assistance
- Assists student organization leaders and members in effectively accessing resources

Training

- Works with team members to create and implement educational opportunities, i.e.; event planning workshops
- Creates and implements "Safe" training for kitchen users

Cultural Meal Program

- Works with student organization in planning of food events. This includes menu development, recipe building and quantification, product ordering, production scheduling, and serving
- Oversees the kitchen during student organization use

Staff Coordination

- Works with the Organization and Event Support Coordinator to hire, train and schedule Cultural Meal Support Staff

Administration

- Processes invoices and bill for use of kitchen
- Processes C.M.S. staff time sheets
- Receives freight
- Inventories supplies and places orders
- Attends events and submits evaluation of program

As this is a new position, job responsibilities will evolve with time. Applicants are expected to be flexible and to provide feedback into program implementation.

Commitments

Event Advising Team staff members are:

- hired for the 2003-2004 Academic Year with the expectation of employment all three terms. Some summer employment may be available.
- expected to be available for training on Sept 27-28, 2003 and December 13-14, 2003.
- expected to work between 15-20 hours each week with some scheduled desk hours, some flexible program planning hours and some kitchen supervision hours.
- work evening and weekend hours as required implementing effective programming and outreach.
- required to attend weekly staff meetings.

Qualifications

The ideal candidates for these positions will:

- be friendly and outgoing.
- possess a strong customer service orientation.
- have good oral and written communication skills.
- Have food service knowledge or background
- have basic computer skills (Microsoft based programs).
- have a strong appreciation of diversity.
- be able to work well independently and as a team member.

Involvement in leadership activities, student organizations, event planning or outreach activities are preferred.

Applications are available at the Student Involvement Information Desk and must be returned to the Information Desk by 5:00pm on **May 16, 2003**. Finalists will be contacted for a personal interview.