



## **Events Unit Job Description**

### *Level 1 – Event Attendant (Entry Level)*

#### **Level 1: Event Attendant Job Description**

Event Attendants oversee the daily operations of the Sports Dome Complex. This oversight includes event logistic support, access management, scheduling communication, policy enforcement, cleaning, and providing care to patrons in the event of an injury. In addition, Event Attendants provide staffing support for special events taking place throughout all Campus Recreation facilities (Campus Rec & Wellness Center, Sports Dome, Cost Center, Fitzgerald Field House, Trees Hall, and Bellefield Hall).

#### **Attendant Job Responsibilities**

- Monitor scheduled activities and usage throughout the recreation facilities
- Be knowledgeable of all campus recreation policies and guidelines, enforce policies as needed
- Event and equipment set up and take down
- Check in club sports and student organizations in Fusion and EMS software platforms
- Self-initiate implementation of Club sports and Campus Recreation policy and procedures
- Wear appropriate staff uniform and model professional work behaviors
- Respond to emergency situations according to established departmental protocols that include care for injured, initiation of Emergency Response Plans, notification of appropriate university authorities, and completion of paperwork.
- Attend required training sessions and meetings

#### **Professional Skills to be gained:**

- Initiative
- Accountability
- Collaboration
- Problem Solving
- Professionalism

#### **Required Job Qualifications**

- All operations staff must have current First Aid/CPR/AED Certification, or ability to obtain within 30 days of start date.
- University of Pittsburgh undergraduate or graduate student.
- Lift up to 45 pounds.

**Additional Information**

- Position Type: Entry Level
- Pay Rate: \$10.00 per hour
- Work Schedule: Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on facility hours
- Required Documents: Resume
- Optional Documents: Cover Letter – Strongly Encouraged
- Does this position require FWS award? No
- Application Instructions: All applications must be submitted through Pitt Talent System