The Memorial Union is an Event Center located on campus. The Assistant Building Manager staff takes care of the setup for the events spaces and meeting rooms. This position also assists with the cleaning and maintenance of the building. Available hours are between 7am to midnight seven days a week. There are also occasional shifts that operate after midnight when events require assistance. There is a $.50 pay differential for hours between midnight and 7am. Be available to work a minimum of 10-12 hours a week.

**Duties and Responsibilities Include:**
- Set up events according to established guidelines through use of diagrams provided
- Maintain the organization and cleanliness of all storage areas and supplies
- Perform all tasks assigned by the Building Managers and Professional Staff
- Know safety and emergency procedures
- Take initiative for learning above and beyond the daily tasks
- Approximately 70% of time is spent doing room setup and 30% cleaning during Fall, Winter and Spring. During summers and University breaks 50% of time is spent on room setup and 50% of time is spent on custodial/mechanical services support
- Assist the Building Managers in conducting regular inventory count of supplies
- Provide crowd control and security support during large events
- Perform daily cleaning tasks and organization of supplies and equipment
- Provide general building requests as needed and assigned
- Provide assistance with any special projects as needed
- Attend staff meetings and provide feedback on policies and procedures
- Provide excellent customer service to internal and external customers
- Be an important part of a team that serves high profile events such as Experience Iowa State, world renowned lectures and entertainment, political candidates, and the Office of the President of Iowa State University

**Best Candidates Have**
- Excellent customer service skills
- Ability to work in a team environment & be coachable
- Ability to lift and carry tables, chairs, stages and podiums
- Ability to work a physically demanding & rewarding job
- Embraced the diverse campus community
- The desire to grow and develop leadership skills
- The desire to support the mission of the Memorial Union and Iowa State University

**Positions and Compensation**
- Up to 7 positions - ongoing
- Hourly wage beginning at $8.00

**Contact**

Dave Clark, Operations Manager  
Laura Helmus, Guest Relations  
Iowa State Memorial Union  
2229 Lincoln Way  
Ames, IA 50014  
dclark5@iastate.edu  
lhelmus@iastate.edu