

## **The University of Winnipeg Class Specification**

**Classification: Senior Events Assistant**

**Date: January, 2012**

**Unit: AESES**

**Hay Point Range: 91-115**

### **CHARACTER OF THIS CLASSIFICATION LEVEL**

In positions at this level, incumbents provide on-site event coordination working under general supervision and in accordance with instructions provided or established policies and procedures. The supervision of other employees is not a requirement at this level; however, incumbents will be expected to assist with the orientation, training, and work assignment of employees at a lower level. Requires day, evening and/or weekend shifts.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES WHICH ARE INTENDED TO ILLUSTRATE THE CHARACTERISTICS OF THIS CLASSIFICATION LEVEL AND SHOULD NOT BE INTERPRETED AS A DESCRIPTION OF ANY ONE INDIVIDUAL POSITION WITHIN THIS CLASSIFICATION LEVEL**

1. Assists and/or directs the public and acts as usher
2. Enforces safety regulations and controls access to facilities
3. Issues and/or accepts entrance admission, sells tickets, accepts cash, reconciles cash and ticket sales and completes appropriate records
4. Plays music and ensures audio and visual equipment is operating properly and returns equipment to equipment desk
5. Acts as scorekeeper for events including recording progress and statistics of event, obtains signatures of officials and completes score sheets and/or events summaries
6. Operates timekeeping equipment following established rules and procedures, disconnects and returns equipment to equipment desk
7. Records and compiles statistics for an event and may provide results to the press and/or media
8. Sells food and beverage items, accepts cash, makes change, reconciles cash and completes reports
9. Sets up, positions and disassembles equipment and/or fixtures (e.g.: bleachers, score clocks, sound system)
10. Orients and provides job training to new Events Assistants
11. Coordinates events on site including directing Events Assistants and solving minor problems
12. Assists coordinators of recreation and athletic events as required
13. Performs other related duties as required or assigned

### **QUALIFICATIONS REQUIRED**

The minimum qualifications necessary for acceptable (satisfactory) performance are:

#### ***Level of Formal Education***

- High school completion or equivalent

#### ***Experience***

- One year of related experience
- Or an acceptable equivalent combination of education and experience

### ***Skills and Abilities***

- Ability to follow oral and written instructions
- Ability to communicate effectively with staff, students and the public
- Ability to handle cash
- Ability to maintain accurate and detailed records
- Ability to work day, evening and/or weekend shifts
- Demonstrated ability to take on a leadership role

### ***Physical Requirements***

- Capable of performing the duties as assigned

Or an acceptable equivalent combination of education and experience