

# **RESERVATION ASSISTANT I JOB DESCRIPTION ADDENDUM**

**Job Title:** RESERVATION ASSISTANT I  
**Pay Rate:** \$6.50

Assist Reservations Coordinator with reserving events, programs and meetings, collecting and reviewing paperwork for such programs. Assist in communicating and enforcing University scheduling policies. Ability to work closely with maintenance, and campus police. Knowledge of University Center Operation.

**Duties, Responsibilities and Experience:**

- A) Employee has full knowledge and command of University Center policies and procedures.
- B) Schedule Room Reservations using scheduling program.
- C) Data entry into scheduling database.
- D) Schedule Vendor Sales
- E) Work closely with Facilities dept. regarding event setups, as well as compiling all necessary work requests.
- F) Provide training and mentorship to new employees.
- G) Coordinate Reservations with setup info for House Crew and Facilities
- H) Ensure all room are prepared.
- I) Check appropriate supplies for reservation office.