**LPTS Student Worker Role Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **JOB OVERVIEW** | | | |
| **JOB TITLE** | Hospitality & Event Assistant | | |
| **Supervisor** | Kassy Turpin | **Hours Needed** | 20 hr/wk max |
| **Department** | Communications | **Department Account #:** |  |
| **JOB  LOCATION** | Various Onsite/Offsite (minimal) | **Business Office Notes:** | **For Business office Use only** |
| **Human Resources:** | **For Human Resources Use only** | **Office of Student Success** | **For Student Success Use only** |
| **POSITION DETAILS** | | | |
| **JOB PURPOSE** | Louisville Presbyterian Theological Seminary is seeking a detail-oriented and dependable student worker to assist with hospitality and event management. This position supports the Event and Media Coordinator in ensuring that Seminary events run smoothly by helping with event setup, execution, and teardown, as well as guest experience. The Student Hospitality & Event Assistant will also collaborate with the Facilities team to ensure event spaces are properly arranged and may assist in collecting and analyzing post-event feedback. | | |
| **DUTIES AND RESPONSIBILITIES** | * Assist with pre-event preparations, ensuring all items on the event checklist are completed. * Support event setup, including table and chair arrangements, decor, signage placement, technology setup, and hospitality needs. * Greet and assist guests, providing a welcoming environment. * Ensure smooth event operations by addressing logistical needs and troubleshooting issues as they arise. * Assist with post-event cleanup and breakdown, ensuring spaces are returned to their original condition. * Coordinate with Facilities staff to confirm that event setups meet required specifications. * Track inventory of event supplies and notify the Event and Media Coordinator of any needs. * Assist in collecting and organizing event survey feedback for analysis. * Perform other duties as assigned to support events and hospitality efforts. | | |
| **WORKING CONDITIONS** | Indoor/outdoor | | |
| **SUPERVISION RECEIVED** | On hand support and guidance provided | | |
| **QUALIFICATIONS** | | | |
| **MINIMUM EXPERIENCE REQUIREMENTS** | * Experience in event setup, customer service, or hospitality is preferred but not required. | | |
| **PREFERRED EXPERIENCE REQUIREMENTS** | * Experience in event setup, customer service, or hospitality is preferred but not required. | | |
| **REQUIRED  SKILLS** | * Strong attention to detail and organizational skills. * Reliable, punctual, and able to work flexible hours, including evenings and weekends as needed. * Excellent communication and interpersonal skills, with a welcoming and professional demeanor. * Basic proficiency with technology, including projectors, microphones, and computers, is a plus. | | |
| **PHYSICAL REQUIREMENTS** | * Ability to lift and move - tables, chairs, and other event-related materials as needed - up to 50 lbs. * Must be comfortable being mobile and on their feet frequently moving between buildings and engaging with the campus community in real-time. | | |
|  |  |  |  |
| **REVIEWED BY: NAME & TITLE** |  | **DATE APPROVED** |  |
| **Date Posted:** |  |

**Please return this form to the Office of Student Success to Lisa Lias via email at** [**llias@lpts.edu**](mailto:llias@lpts.edu)**. If you have any questions, feel free to reach out. Remember to attach a copy of the job description to your email.**