

Job Description

Student Employment Offices

College of Saint Benedict
244 Main, 37 S. College Ave.
St. Joseph, MN 56374

Saint John's University
Quad 149, P.O. Box 5000
Collegeville, MN 56321

Job Title: Hospitality & Event Assistant
Department/Agency: Collegeville Institute, Saint John's Campus
Length of Position: Summer 2019, Full time

Function/Description of the Position:

The Hospitality & Event Assistant will collaboratively work with the professional staff at the Collegeville Institute to ensure that guests' needs are met. The Assistant will provide hospitality and maintenance services; providing support in apartment readiness, food service set-up, general hospitality and office support.

Duties & Responsibilities:

- Meet and greet guests late afternoons, early evenings and weekends as scheduled.
- Provide a brief orientation to guests upon arrival.
- Conduct SJU campus tours.
- Ensure that apartments are in appropriate condition for guests' arrivals.
- Prepare signage.
- Take inventory of apartments.
- Assist in event set-up and clean-up which includes moving furniture with some moderate lifting.
- Cleaning of Butler Center.
- Do light yard work around Institute grounds.
- Provide office support such as answering phone, working within Microsoft office and the internet, copying and mail pick-up.
- Assists guest with computer issues.
- Assist with special projects.
- All other duties as assigned.

Minimum Qualifications to perform the duties of the position:

- High school diploma.
- Must be punctual and reliable.
- Excellent verbal and written communication skills.
- Strong human relations skills.
- Strong organizational skills and the ability to follow through.
- Ability to make independent decisions and work with little supervision.
- Must have a working knowledge of Microsoft Office programs.
- Ability to lift 25+ pounds.

Work Schedule: Work hours will vary throughout the summer with an average of 40 hours per week. Summer work schedule will be determined during training week tentatively scheduled for mid-May, 2019. Training week is mandatory unless absence is approved prior to hiring. Position ends late August, 2019.

Contact Person: Elisa Schneider (320) 363-3877 or eschneider@CollegevilleInstitute.org