Position Description

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Special Event</th>
<th>DATE REVISED:</th>
<th>April 5, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASSIFICATION:</td>
<td>Part Time</td>
<td>DEPARTMENT:</td>
<td>Campus Recreation</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>Assistant Director-Membership</td>
<td>PAY RATE:</td>
<td>$7.25</td>
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</tbody>
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**Essential Responsibilities**
Responsible for working special events, setting up and tearing down for special events, and assist with marketing the events.

**Specific Responsibilities**
- Work special events as needed
- Assist with setting up or tearing down special events
- Assist with marketing events
- Other duties as assigned

**Minimum Requirements**
Degree seeking student at UAB. Leadership and supervisory abilities. Ability to work independently. Knowledge of standard practices in recreational sports. Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.

**Human Relations**
Internal contacts include staff at all levels. External contacts include external customers. Contact involves troubleshooting, informing, exchanging information, negotiating, making recommendations, and giving information or instructions.
Competencies
[The competencies listed below are representative of the knowledge, skills, and/or abilities required to perform each essential function.]

Technical Competencies
- Basic computer competency

Professional Competencies
- Ability to handle customer service issues.
- Ability to communicate effectively with patrons and professional staff.
- Ability to multitask.

Work Environment and Physical Demands
[The demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please indicate below where reasonable accommodation may be needed.)

Work Environment
- Several hours sitting at a desk
- Moderate to loud noise

Physical Demands
- Event set up requiring lifting exceeding 30lbs
- Eye-hand coordination (keyboard typing)
- Hearing and talking
- Extended periods of reading fine print

Employee Acknowledgement
By signing below I acknowledge that I have read and understand the purpose, essential responsibilities, minimum requirements, competencies, work environment, equipment, and physical demands required of my job as described above. Further, I acknowledge that if, because of a disability, I need an accommodation in order to perform the essential functions of my job, I will notify the human resources department, who will work with me to determine what, if any, reasonable and effective accommodation can be made.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. I understand that this is not an exhaustive list of all duties and responsibilities, and that Centers reserves the right to amend and/or change responsibilities to meet business and organizational needs.

Employee Date

Job Description: 2 of 2 Special Event