



POSITION ANNOUNCEMENT
Conference Center Set-Up Crew

CAMPUS: Dublin and Sandersville Campus Locations

STATUS: Part-Time/As Needed (non-exempt)

DUTIES: Conference Center Set-Up Crew will assist with all event setups, technical requirements, furniture, equipment, etc.; Assist with event management to include unlocking meeting rooms, checking out equipment, and maintaining awareness of event schedules; Inspect all equipment for proper functioning before setting up in a meeting room; Maintain orderly appearance in all storage areas; Responsible for appearance/cleanliness of public spaces and meeting rooms; Assist with resetting spaces after events/meetings; Maintain neat and clean appearance of all areas of the conference center; Assist with housekeeping duties as needed. Flexibility in work schedule and will be required evening, weekend and holiday work hours.

MINIMUM QUALIFICATIONS: High School diploma or equivalency *AND* three years of work experience within the last seven years. Good communication skills. Must have and maintain a valid driver's license and provide own transportation to and from worksite.

COMPETENCIES: Written and oral communication skills; Decision making and problem solving skills. Skilled in interpersonal relations and in dealing with the public. Ability to work independently with minimal supervision. Ability to lift, push and carry heavy items.

SALARY/BENEFITS: Part-time locally funded position with no benefits. Working hours will be determined by events scheduled and will not exceed 29 hours per week. Salary \$8.00 per hour.

**Employment is contingent based upon successful completion of appropriate background checks.

APPLICATION INSTRUCTIONS:

The position is available until filled. Applicants must complete the job application process through the Oconee Fall Line Technical College Online Job Center at www.OFTC.edu located under Human Resources, Employment Opportunities. As a part of the application process, interested candidates will also be required to upload certain other documents such as a resume, unofficial transcripts, and proof of license as stated on the job ad. Incomplete submissions will not be considered. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

Equal Opportunity Institution -

The Technical College System of Georgia and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

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