

Job Title: Conference Events Set-up Assistant  
Position Number: 6HARRCN-HNC-4  
Campus: Harris – Harris Conference Center  
Department: Harris Conference Center  
Job Description: Conference Events Set-up position is responsible for ensuring all meeting rooms are set in advance according to client specification. Set tables, chairs and equipment according to client specifications. Refresh and maintain conference and service areas. Respond directly to client inquires and requests. Maintain inventory of equipment and supplies.

Requirements: Must be able to lift and maneuver heavy conference furnishings. Additional requirements are standing and walking for long periods of time, bending, kneeling and reaching. Must have a spirit to serve the customer and good oral and written communication skills. Understanding of computer equipment, software, audio-visual equipment a plus. Able to work a flexible schedule of 10 to 20 hours per week. Primary hours are 5pm-9pm.

Apply to: Interested candidates send CPCC application to Steve Brennan at [https://www1.cpcc.edu/humanresources/forms/docs/recruiting-staffing/part\\_time\\_application.pdf](https://www1.cpcc.edu/humanresources/forms/docs/recruiting-staffing/part_time_application.pdf) Brennan at [steve.brennan@cpcc.edu](mailto:steve.brennan@cpcc.edu). The part time application can be accessed using the following link: [https://www1.cpcc.edu/humanresources/forms/docs/recruiting-staffing/part\\_time\\_application.pdf](https://www1.cpcc.edu/humanresources/forms/docs/recruiting-staffing/part_time_application.pdf)