Event Assistant Position  
With Residential Life and Housing

Position Description

Event Assistants (EAs) are staff members that remain on site during events in order to answer questions and make sure customers have what they need or requested. The main job responsibilities include: opening and locking up spaces, setting up rooms – which may include moving some tables, chairs, and AV equipment, and checking on customers throughout the event. Event Assistants work many wedding rehearsals and weddings, as well as other events that take place in Provincial House. No previous wedding experience is required. When working events, there is often “down time” during which EAs are welcome to do personal tasks, such as studying, so long as it does not negatively impact the event occurring or the level of customer service provided.

This is a year-round position, which includes the opportunity to work during the summer months and university breaks (if events are scheduled). The Event Assistant position is great for UMSL students that are looking for a job that does not have a large time commitment.

Compensation and Hours

Event Assistants currently receive $8 per hour. The hours are not consistent and depend on what events we have booked. Most events last 5-8 hours and EAs can expect to be scheduled for at least 1-2 events every few weeks. During certain months of the year, especially September – November, EAs can expect more hours. Scheduling is typically done weeks in advance.

Minimum Requirements

Event Assistants must be currently enrolled UMSL students and have a cumulative GPA of 2.5. Event Assistant must be willing/able to work Thursday and Friday evenings, as well as Saturdays and Sundays. While you will not be scheduled for every one of these days every week, these are the days that most of our events take place. Event Assistants must be able to lift at least 25lbs as well as meet dress requirements (business casual for wedding-related events).