

*Bernhard Center*  
*Student Employment Experience*  
Position Description

Position: Student Facility Technician  
Department: Bernhard Center - Operations  
Supervisor: Operations Supervisor (bernhard-ga@wmich.edu/269.387.4802)

**Position Function**

The Bernhard Center is the student center of Western Michigan University. The building is used by students, faculty, administration, alumni, and the public for meetings, banquets, dances, parties, and a host of other activities. The Student Facility Technician is responsible for assisting the building's professional House Staff during weekdays/nights and some weekends. A full list of duties and responsibilities can be found below.

**Duties and Responsibilities**

*General*

- Ensure the proper setup of equipment including tables, chairs, and audio-visual, etc. for a variety of events.
- Light cleaning to ensure the acceptable presentation of all chairs and tables.
- Attend meetings for schedule updates and special setup information.

*Special Events*

- Work with clients to ensure the set-up requirements for their events are met.

**Proficiencies and Learning Outcomes**

By actively participating in BC facility employment program students will develop personal competence, interpersonal competence, communication and diversity and inclusion.

**Expectations**

- Commit to this position for at least 1 year
- Maintain the predetermined work schedule, and inform the Operations Supervisor and Professional House Staff when unable to do so.
- Attend all mandatory monthly meetings, unless discussed with Operations Supervisor ahead of time
- Present a positive and professional attitude at all times
- Adhere to the established dress code

**Qualifications and Requirements**

- Must have full or part time WMU student status.
- Must maintain at least a 2.5 GPA.
- Must have the ability to lift equipment of up to 60 lbs. and energy to do continuous labor, including setting up chairs, tables, dance floors, stages, and other heavy equipment for up to 3 hours.

**Hours:**

- 12-15 hours per week plus weekends, depending on special events and volume of turnarounds.
- Hours mostly during the week with opportunities for morning, afternoon, and evening shifts.
- Some weekends required.