

### **RESERVATION ASSISTANT – LEVEL 2**

## Position Description – Student Employment

Updated: July 2022

## **RESERVATION ASSISTANT – LEVEL 2**

#### **POSITION SUMMARY:**

Reservations Assistants support all functions of the Davis Center Operations & Events Office and
deliver outstanding customer service. These staff members work with directly with campus event clients
to plan and schedule events, process EMS reservations, participate in logistical planning for event



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