

Visit Lubbock

POSITION DESCRIPTION

Position Title: **Servicing Intern**
Position Classification: Hourly (up to 20 hours a week, some weekend work required) - Paid
Approved By: Director of Sales
SEND RESUMES TO: **karri@visitlubbock.org**

REPORTING RELATIONSHIPS

Position Reports To: **Services Manager**
Positions Supervised: None

POSITION PURPOSE

To learn first-hand the role of Visit Lubbock and its role in promoting economic development through convention and tourism. Develop new skills and insight into the business of convention and tourism servicing, sales and marketing. Reports to Services Manager and assists Sales and Services Coordinator with servicing items for upcoming events.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Maintain an accurate inventory of specialty items and VIP amenities
 2. Assist with pick-up and delivery of servicing items such as signage and VIP gifts.
 3. Assemble and deliver registration materials.
 4. Assist with pre-and on-site registration
 5. Assist with meeting and event planning
 6. Perform other duties as assigned.
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QUALIFICATIONS

Education/Certification: Anticipating a bachelor's degree in service related fields

Required Knowledge, Skills and Abilities:

- Excellent communication and organizational skills
- Willing and able to work evenings, weekends, and holidays based on client and office demands
- Working knowledge of the City of Lubbock and places of interest in and around the Lubbock area
- Able to lift 25 pounds
- Knowledge of Microsoft Word, Outlook, Excel, Power Point

Intent and Function of Job Descriptions

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Signature of Employee

Date

Signature of Supervisor

Date

Signature of CEO or Representative

Date