



# Event Staff Manager

**AREA:** Office for Campus Life

**DATE:** August through May

**REPORTS TO:** Associate Director/Operations Intern

**STARTING SALARY:** \$13/hour

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## OFFICE FOR CAMPUS LIFE MISSION STATEMENT

In supporting the mission of Tufts University, the School of Arts, Sciences, and Engineering, and the Division of Student Affairs, the Office for Campus Life aims to foster a balance for all students between curricular and co-curricular opportunities. In recognizing that an essential part of a student's growth takes place outside of the classroom, the Office for Campus Life strives to provide all Tufts students with exceptional programs, services, and opportunities to create well-rounded, independent thinkers who become effective leaders in college and beyond.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- ⇔ Manage a team of peers at campus events
- ⇔ Responsible for enforcement of university policies to insure safety and security at events
- ⇔ Oversee and assist with event set-up, clean-up, cash handling and crowd control
- ⇔ Ability to work well in a cooperative setting
- ⇔ Responsible for completing all event paperwork including event reports and pay sheets
- ⇔ Perform accurate cash transactions, including door ticket sales and deposits
- ⇔ Staff major campus events including, but not limited to: Fall Gala, Fall Concert, Winter Ball, Spring Fling
- ⇔ Attend all scheduled meetings (Mondays @ 12:30pm) and training sessions
- ⇔ Perform other duties as assigned

## QUALIFICATION STANDARDS

Individual should have knowledge of and/or willingness to learn the operations and services of the Office for Campus Life and Tufts University. Successful individual must be able to enforce policies while providing customer service and communication. Shifts are primarily available late nights and weekends. Employee must be able to lift and carry tables, chairs, and equipment. Employee must be enrolled student in good academic standing for the school year in which employment is being requested.

## TRAINING

Proper training in Campus Life policies and procedures is required to perform adequately in this position. Training will be provided and paid by OCL staff. Employees must be available to return to campus for training in late August.

## TO APPLY

Applicants must submit a current cover letter and resume. Your cover letter should outline the following:

- Why do you want to be part of the OCL team?
- What contributions will you bring to the OCL team?
- How do you define quality customer service? How will you provide it?
- What do you hope to learn from this experience?

Application materials may be hand-delivered to the Office for Campus Life, or emailed to [ocl@tufts.edu](mailto:ocl@tufts.edu). Applicants will be contacted within a few weeks regarding the status of their application and to possibly set up and interview. For additional information, please contact [ocl@tufts.edu](mailto:ocl@tufts.edu).