Information Booth Attendant | 2018-2019 Academic Year

Do you love being in the Mayer Campus Center? Do you like to feel connected to campus and thrive in a bustling environment? Are you an efficient, dependable person who pays attention to detail while providing a positive customer service attitude? You just might be one of our next Information Booth Attendants, if:

You:

• Bring a positive attitude to your work, interactions, and communication
• Feel a sense of pride and responsibility with your role and job responsibilities
• Are even-tempered in stressful situations and are a creative problem solver with attention to detail while maintaining the bigger picture
• Have a willingness to learn and flexibility to adapt to different situations and policies as the year progresses
• Have excellent communication skills, including verbal (in person and on the phone) and written (reports, emails, notes, etc.)
• Love Tufts events and want to help more people get connected on campus

What You’ll Do:

• Work with a team of other Information Booth Attendants to ensure booth coverage at assigned shifts
• Perform daily operations tasks including sales, reports, and equipment inventory
• Answer a high volume of questions about events, Tufts Tickets, campus locations, and departments
• Manage OCL equipment including ticket printer, game supplies, etc.
• Manage Mayer Campus Center Information Booth professionally and responsibly
• Communicate with professional staff and peers regularly about shifts, issues/concerns, logistics, and operations
• Attend all necessary trainings, meetings, and Professional Development Lunches

While You’re Also:

• Supporting the Office for Campus Life mission and values as an ambassador of the office
• Excited to work on a close team at flexible hours from 10:30am – 9:00pm Monday through Friday

The Application Process:

• Apply between February 14, 2018 and March 8, 2018 at 5pm via an online application available at ocl.tufts.edu or by emailing OCL@tufts.edu
• If invited, interviews will take place between March 26, 2018 and April 5, 2018

Compensation:

• $12.00/hour
• Professional development lunches once a month, scheduled in advance