

Campus Center Manager | 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 on our next **Campus Center Manager staff**, 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
- Enjoy working both on a team and independently, with the ability to take charge or sit back
- 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.)
- Appreciate small victories, like when the ticket printer works or a meeting room is correctly re-set

What You'll Do:

- Work with a team of other Campus Center Managers to ensure building coverage at assigned shifts
- Perform daily operations tasks including sales, reports, equipment inventory, and building management
- Answer a high volume of questions about events, Tufts Tickets, campus locations, and departments
- Manage OCL equipment including ticket printer, A/V equipment, projectors, game supplies, etc.
- Manage Mayer Campus Center meeting rooms, lounges, event spaces, and 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, odd hours including mornings, nights, and weekends

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:

- \$13.50/hour
- Professional development lunches once a month, scheduled in advance