Campus Center Manager | 2019-2020 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 20, 2019 and February 27, 2019 at 5pm at ocl.tufts.edu or on Handshake
• Interviews to take place starting March 6, 2019 – March 15, 2019
• Training starts Tuesday, August 27th (on-campus residents of Fall 2019 receive early arrival)

Compensation:

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