

**Event Staff | 2018-2019 Academic Year**

Are you an efficient, dependable person who pays attention to detail while providing a positive customer service attitude? Do you understand the value and importance of running a well-organized event for students and their guests? You just might be on our next **Event Staff** if:

**You:**

- Are customer service focused, and provide a positive attitude to your peers, professional staff, and customers
- Pay attention to detail and are well-organized
- Are even-tempered in stressful situations and are a creative problem solver
- Work well on a team and can both take the lead or follow depending on the situation
- Can manage light physical activity, i.e. moving tables/chairs and standing for long periods of time
- Are punctual, with the mindset that early is on time and on time is late

**What You'll Do:**

- Assist with different event set ups, break downs, and security tasks including ticket scanning and crowd/line management with a proactive attitude
- Consult with your peers and professional staff before, during, and after each event to problem solve issues
- Report to professional staff, security staff, or present legal authorities of any health, safety, or behavioral issues of attendees
- Be the first to arrive and the last to leave, ensuring full event coverage for set up, event duration, and break downs as scheduled
- 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
- Communicating appropriately with professional staff and peers for any questions, concerns, or feedback
- Excited to work on a close team at flexible, odd hours including nights/weekends and work all large-scale campus events including Fall Gala, Fall Fest, Winter Ball, and Spring Fling

**The Application Process:**

- Apply between **February 14<sup>th</sup>, 2018 and March 28<sup>th</sup>, 2018 at 5pm** via an online application available at [ocl.tufts.edu](http://ocl.tufts.edu) or by emailing [OCL@tufts.edu](mailto:OCL@tufts.edu)
- If invited, interviews will take place between March 26, 2018 and April 5, 2018

**Compensation:**

- \$12.50/hour
- Professional development lunches once a month, scheduled in advance