

Event Staff Manager | 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 one of our next **Event Staff Managers**, 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 take the lead in a way that empowers other staff
- 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:

- Manage schedule events that request Event Staff to adequately support student organizations and OCL
- Coordinate with student organization contacts to ensure event logistics including set ups, break downs, attendance expectations, timelines, and any OCL provided A/V systems
- Assist with different event set ups, break downs, and security tasks to manage events with Event Staff
- Consult with your peers and professional staff before, during, and after each event to problem solve
- Report to professional staff, security staff, or present legal authorities of any health, safety, or behavioral issues of attendees
- Perform event tasks such as set ups, ticket scanning, crowd/line management with a proactive attitude
- Create and maintain process for accepting feedback on Event Staff from student organizations and vice versa, and disseminate necessary constructive criticism based on information received
- 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 staff for any questions, concerns, or feedback
- Excited to work on a close team at flexible, odd hours including nights/weekends and 1-3 regular office hours per week, and all large scale campus events including Fall Gala, Fall Fest, Winter Ball, and Spring Fling

The Application Process:

- Apply between **February 14th, 2018 and March 28th, 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