

Event Staff | 2019-2020 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 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:

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