

<b>Title:</b> Student Event Manager	
<b>Description:</b>	
<p>Student Event Manager are responsible for the overall supervision of events in Campus Services spaces; to include the Auditorium, Campus Center, Resident Dining Hall and Woodland Common facilities during evening and weekend hours.</p> <p>Assist in maintaining the overall supervision of event personnel staff; to include but not limited to; event setup and breakdown, meeting of clients needs.</p> <p>Student Event Managers are required to be patient, observant and detail-oriented.</p>	
<b>Skills Required/ Desired</b>	
<ul style="list-style-type: none"> <li>■ Ability to interact with clients and University staff members</li> <li>■ Ability to assist in the management of large scale events in the facets of; security, maintenance, service coordination etc.</li> <li>■ Ability to work with other service providers to coordinate the delivery of service for the client.</li> <li>■ Assist with emergency procedures if needed</li> <li>■ Flexible problem solver and service oriented individual</li> <li>■ Ability to devise a task plan for student staff for accomplishing goals at events</li> <li>■ Ability to manage and handle money for events</li> <li>■ Ability to train other student staff in the areas of event management</li> <li>■ Maintenance of confidential information of students (i.e. student performance, payroll information, etc.)</li> <li>■ Demonstrated understanding of the event services policies on campus to include but not limited to; Campus services reservation policy, Alcohol policies, Dance policy, etc.</li> <li>■ Working knowledge of the minimum requirements of technical services needs for a event</li> <li>■ Ability to supervise beverage staff</li> <li>■ Understanding and certification in the local, state and federal alcohol policies</li> <li>■ Ability to perform building manager responsibilities.</li> <li>■ Ability to advise the client in areas of event set ups and different perspectives for that event.</li> <li>■ Ability to lift about 35lbs</li> <li>■ Ability to use scheduling software, office suite, and other software package.</li> </ul>	
<b>Location:</b> Campus Services	
<b>Hours:</b> Variable and Flexible	
<b>Period of Employment:</b> Fall and Spring Semester	
<b>Contact Person (s):</b> Derek Costa x8188 DCosta1@umassd.edu	
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