

Title: Student Event Staff	
Description:	
<p>Student Event Staff assist in the overall delivery of services for events in the campus center and its buildings to include but not limited to; setup, break down, tickets sales, cash handling, metal detector preparation.</p> <p>Student Event Staff are required to be patient, observant and detail-oriented.</p>	
Skills Required/ Desired	
<ul style="list-style-type: none"> ■ Ability to complete event set ups and breakdowns to the clients needs. ■ Ability to maintain and the reset of the campus center and buildings after events ■ Ability to assist in large scale events in the facets of; security, maintenance, technology, etc. ■ Assist with emergency procedures if needed ■ Maintain cleanliness, security and report concerns to Campus services professional staff of event areas (ie monitoring of inventory, furniture conditions, out of the ordinary situations, etc) ■ Working knowledge of the event services policies on campus to include but not limited to; Campus services reservation policy, Alcohol policies, Dance policy, etc. ■ Ability to handle money for events, collection of tickets and ticket sales ■ Hands on working with clients for service needs ■ Ability to perform the responsibilities of building maintenance staff. ■ Customer services focused ■ Other duties as assigned 	
Location: Campus Services	
Hours: Variable and Flexible	
Period of Employment: Fall and Spring Semester	
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