

Job Title
Office/Department
Location (Building)

Event / Concession Stand workers
Athletics
Multi-Sport Center

Length of Employment
Job Wage Rate or Range
Position Summary

Academic Year
7.25
Assist with setting up / running and tearing down of athletic events. Assist with running the concession stand

Principal Duties and Responsibilities

Event management and concession stand management

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications
Expectations

Most be able to lift heavy objects and stand on feet for multiple hours. Must have good public relation skills. Must be able to count/handle money.

Working Conditions

Indoors and outdoors

Other