

Student Job Description

Department: Athletics - Administrative Office Location: Alumni Gym

Supervisor's Name: Allie Caruso or Zachary Smetana

Please indicate hours/shifts available: Mondays - Fridays, day time

Rate of Pay: minimum wage

Purpose/Role of the Position within the Department:

- Assist with ticket sales for both Men's Hockey and Football
- Assist the general public with ticket sales and credit card transactions
- Data entry
- Copying, faxing and filing

Duties and Responsibilities:

- **Reliability** and **Confidentiality** are important
- Strong attention to detail, especially when taking orders and performing credit card transactions
- Must possess a friendly and outgoing personality and be able to relate to people of all ages.
- Flexibility and the willingness to do a variety of tasks

Qualifications for the Position:

- Basic computer knowledge
- Phone etiquette for taking telephone ticket orders