Student Job Description

Department: Achetics - 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