

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24
SUBJECT <i>Campus Events Student Manager</i>	RANK x274	GROUP IV

DEFINITION:

Under the direction and supervision of the Assistant Director. The student events manager performs all or part of the following duties:

- (a) Supervises other student employees/volunteers at event sites.
- (b) Corresponds with performers, artists, and agents on the details of University-sponsored events, including written and verbal communications.
- (c) Supervises and assists with on-site technical set-up and breakdown for events, such as staging, sound equipment, and lighting. This will involve moving equipment and risers and operating a freight elevator.
- (d) Attends meetings to finalize details of various funded events, including working with event presenters on poster distribution and coordinating print orders off-campus.
- (e) Follow-up on publicity details for assigned events, including working with event presenters on poster distribution and coordinating print orders off campus.
- (f) Confirms and arranges room reservations according to specifications outlined by the Assistant Director.
- (g) Performs various troubleshooting tasks on-site, such as monitoring sound levels at outdoor events, managing crowd control on major events, and reporting problem areas as observed on location to the assistant director.
- (h) Handles clerical work involving typing contracts, purchase orders, requisitions, and invoices, charge set-ups, and tracking distribution of tickets to various campus and off-campus outlets.
- (i) Assists with ticket sales for University events, which includes arranging cash banks, charge set-ups, and tracking ticket distribution to various campus and off-campus outlets.
- (j) Commits to at least 20 hours per week, with special events potentially requiring additional hours.
- (k) Carries out additional tasks as needed.

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BASIC QUALIFICATIONS:

Must be a graduate level student. Maturity of judgment; ability to think and work alone; experience in events programming; typing; flexible hours; artistic skills and technical expertise helpful.

LEARNING OUTCOMES*:

- Establish, maintain, and leverage relationships with people who can help one professionally.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.
- Multi-task well in a fast-paced environment.
- Demonstrate flexibility by adapting to diverse environments.
- Advocate for inclusion, equitable practices, justice, and empowerment.
- Inspire, persuade, and motivate self and others under a shared vision.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- Manage, complete, and evaluate projects.
- Demonstrate dependability and report consistently and promptly.
- Have attention to detail, resulting in few, if any, errors in their work.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).