**Campus Events Student Manager**

**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.
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).