

STUDENT JOB DESCRIPTION

JOB TITLE: Event Staff

WORK AREA: Regional Sports Center / Regional Stadium-Dome

AREA HOURS: Varies, 8:00 AM – 10:00 PM

JOB RESPONSIBILITIES, DUTIES:

- Greet our users and answer any questions they may have.
- Assist with event setup/tear down.
- Assist with events, i.e. selling tickets, ushering, hospitality, etc.
- Assist with keeping the facility clean and presentable for our users.
- Other duties assigned by the Director of Sports Facilities & Event Manager

PERFORMANCE EXPECTATIONS/CONDUCT:

- Excellent levels of customer service.
- Proper communication.
- Diligent and excellent attention to detail.
- Exceptional interpersonal skills and a friendly demeanor.
- Good problem-solving skills.

Additional Notes:

- Payroll forms must be submitted before access to eTime is granted.
- Students are entitled to a 15-minute paid break for every four consecutive hours worked.

NUMBER OF STUDENT'S NEEDED: 20-30
(Assume 10-15 hours per student.)

Academic Year

Summer (June-August)

TYPICAL WORK HOURS: You set your own schedule. Hours are within 8:00 AM – 10:00 PM

☐ Daytime

☐ Evening

☐ Weekends

PERFORMANCE REVIEW:

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:

Contact Person: Joseph Duffy

Location: Regional Sports Center S1014

Phone: 507-285-4749

Email Address: joseph.duffy@rctc.edu