

State University of New York at Oswego
Department of Campus Life
Campus Recreation
101 Lee Hall, 312-3114
www.oswego.edu/campuslife/intramurals

SPECIAL EVENTS ASSISTANT

Campus Recreation is a division of the Department of Campus Life that provides a variety of vigorous, fun-filled, health-promoting, physical and recreational activities conducive to wellness and personal development. Students, faculty, and staff participate in these activities through the following programs and services: intramural sports, open recreation, sport clubs, recreational organizations, special events, and instructional programs.

Requirements:

1. As part of the hiring process, each employee is required to attend a mandatory orientation session which is not paid. These sessions will begin the weekend before school begins.
2. As part of the hiring process, each employee is required to attend a mandatory a training session which is paid. These sessions will begin the week before school starts and the first week of school.

Responsibilities:

1. Arrive on time.
2. Available to work at least 15 hours weekly.
3. Completing event evaluations and folders.
4. Develop program proposals and design new programs and events to intrigue and attract students, faculty and staff.
5. Be available to work late nights and weekends.
6. Attend regular staff meetings and training sessions.
7. Attend regular staff training and various meeting.
8. Attend leadership workshops.
9. Work closely with PR in order to get out digital signage and advertise for your events four weeks in advance.
10. Work closely with other organizations on joint events such as The Lifestyles Center or any department in the Student Affairs Division.
11. Work closely with catering in order to provide food and beverages for your events and your college's events.
12. Extremely organized on what needs to be done for events and brought to specific events.
13. Be willing to work with businesses and the community to receive incentives and prizes for events.
14. Be willing to complete any assigned tasks as requested from your supervisor.

Qualifications:

1. Positive customer service skills/customer relations.
2. Strong organizational skills are a must.
3. Ability to work as a cooperative team.
4. Ability to self motivate and take initiative.
5. Strong communication and interpersonal skills.