

## **Event Support Staff – Student Job Opportunities**

### **General Information**

The Division of University Advancement organizes a wide variety of signature events throughout the year such as Donor Recognition, Stewardship, Alumni Relations and many more. The volume and magnitude of our events has never been higher, and so we are reaching out to current students who would be interested in casual employment with DUA as Event Support Staff.

Event Support Staff are paid an hourly rate of \$15/hour and have the ability to make their own schedule by signing up for any given shifts. All shifts are available on a first come first serve basis.

If you are interested in applying, please send an up-to-date resume to [baileyanne.gandy@utoronto.ca](mailto:baileyanne.gandy@utoronto.ca), with “*Event Support Staff*” in the subject line.

### **Job Description & Expectations**

As a representative of our Event Support Staff you will be responsible for relaying relevant information to Alumni regarding general information about the University and the particular event they are attending.

#### **Positions will include the following duties:**

- Registration desk support
- Directional Guidance
- Setup & tear down
- Other duties as assigned

#### **We are looking for Staff Members with the following:**

- Strong communications skills, proficiency in English is a must
- Excellent problem solving skills
- Ability to work as a team and effectively communicate with team members
- Use of tact and diplomacy when solving issues or complaints from unsatisfied guests
- Willingness to take direction from all team leaders
- Quick-learner with new technology and computer programs
- Exceptional customer service skills
- Ability to lift items less than 20lbs and move to various locations on campus
- Punctuality
- Professionalism

#### **Dress code (dress code may vary depending on event):**

- Black shirt
- Black dress pants
- Black, closed-toe footwear