

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Box Office Assistant

DEPARTMENT: O'Reilly Family Event Center

DATE: August 1, 2015

SCHEDULE: 10-14 hours per week

FLSA: Non-Exempt

REPORTING SUPERVISOR: Box Office Coordinator

JOB FUNCTION:

Assists O'Reilly Center staff with office and administrative functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	50%	Daily	Answers phones, greets guest provides information and assistance regarding programming and activities, maintains files.
2.	25%	Daily	Provides administrative assistance by making phone calls, copies, filing and helping with mailings and promotions.
3.	25%	Daily	Conduct basic ticketing activities and will process normal ticketing transactions for concerts, events and Drury athletic events.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Experience and/or working knowledge in sports and/or sports information desired.
2. Ability to read and comprehend instructions, short correspondence, and memos.
3. Strong written and oral communication skills are required.
4. Ability to effectively present information in one-on-one and small group situations both in person and on the phone.
5. Ability to take detailed messages.
7. Ability to operate personal computers and related software including Windows Office
8. Ability to communicate effectively, in person and by telephone, for dealing effectively with students, staff, faculty, boosters, volunteers, and so forth.
9. Excellent interpersonal skills including courtesy and tact to deal effectively with people and provide assistance.
10. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
11. Must have completed a FAFSA form (Financial Aid) for the current academic year.

PHYSICAL REQUIREMENTS:

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands and; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, and ability to adjust focus. The employee occasionally must lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.