DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Event Staff

DEPARTMENT: Athletics

DATE: August 1, 2015

SCHEDULE: Temp., Part-time Various days and times including holiday breaks

REPORTING SUPERVISOR: Coordinator – Athletics Administration

FLSA: Non-Exempt

JOB FUNCTION:
Supports the Athletics Department and O’Reilly Family Event Center by providing customer service, support, and logistics for center events. Support would include, but not be limited to the following activities: ticket taking, ushering, parking cars, cleaning stadium venue after event, stagehands, and setup & take down of tables, chairs, and various cleaning duties. Job may also include running cash register and selling concessions, merchandise, and/or tickets.

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.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>45%</td>
<td>As assigned</td>
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<tr>
<td>2.</td>
<td>45%</td>
<td>As needed</td>
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<tr>
<td>6.</td>
<td>10%</td>
<td>As needed</td>
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</tbody>
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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. Ability to follow instructions and perform job under a variety of lead supervisors.
2. Ability to greet the public and perform customer relations with patrons.
3. Must represent the O’Reilly Family Event Center in a positive manner and be able to respond to customer requests or questions.
4. Must be prepared to work outside during inclement weather if assigned to certain positions.
5. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
6. Must have completed a FAFSA form (Financial Aid) for the current academic year.

WORKING CONDITIONS:
The work environment 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.

PHYSICAL REQUIREMENTS:
The physical 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 reach with hands and arms. The employee is required to stand; walk; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 30 pounds.