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Student Employment Job Description  
August 6, 2021 11:33 am  
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<b>Job Title</b>	Box Office Assistant
<b>Department</b>	Merillat Centre for the Arts
<b>Contact Person</b>	Steve Pozezanac
<b>Title</b>	Director MCA/Conferences and Events
<b>Email</b>	spozezanac@huntington.edu
<b>Phone</b>	(260) 359-4260
<b>Federal Work Study Only</b>	No
<b>Number of Positions</b>	2
<b>Start Date</b>	08/30/2021
<b>End Date</b>	05/13/2022
<b>Hours Per Week (10-15 max)</b>	6
<b>Specific Days / Times</b>	Week days 1p - 4p. Door sales prior to performances
<b>Wage Rate</b>	7.25
<b>Describe the essential functions and duties:</b>	Working with the public in the office and on the phone, data entry, ticket sales, general office duties. Door sales some evenings and weekends prior to performances.
<b>Required Qualifications</b>	Comfortable working with clients and on a computer.
<b>Preferred Qualifications:</b>	No Music, Theater or DMA students.
<b>Professional Competencies:</b>	Ability to work in a team structure. Ability to make decisions and solve problems. Ability to plan, organize and prioritize work. Ability to verbally communicate with persons inside and outside the organization. Ability to obtain and process information. Ability to analyze quantitative data. Ability to sell or influence others.
<b>Appropriate Dress:</b>	Business casual (khakis) Collared shirt Business professional (dress slacks)
<b>Student Contact Procedure</b>	Email

