

**OCP Student Employee Posting Sample -
Please note that this process will change
with the arrival of UC PATH (Spring 2019)**

 This is how a student may see your job posting.

Ceremonies and Special Events Student Assistant/STDT3

Important Dates

Posted On:

Dec 11, 2017

Applications

Accepted Until:

Dec 21, 2017

Position Type

GPA

Part Time, Paid

0

Description

Located in the Office of the Chancellor and Provost, Ceremonies and Special Events, the applicant will be working in a fast-paced, complex event department that requires flexibility, initiative, willingness and the ability to problem solve.

The ideal candidate will demonstrate an enthusiasm for working in an event department that serves campus administrators, faculty, staff, students, donors, alumni and government, community officials and other special guests to the Chancellor and Provost.

The applicant must enjoy working in an environment that is high-energy, mission-driven, and where collaboration and team work is encouraged. Must have the ability to exercise good judgment in a variety of situations, exhibiting perseverance and grace under pressure, while maintaining the high standards of the Office of the Chancellor and Provost.

Requires strong business and analytical skills, written and verbal communication, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

DUTIES:

Work directly with clients via phone, email and in person and have excellent customer service skills with a great attitude.

Ability to work in a high energy office while managing multiple responsibilities simultaneously.

Must be self-motivated and work well under little to no supervision.

Responsible for the data input of all event registrations into AIS received via email and constant contact Update and maintain mailing lists in Constant Contact and AIS.

Assist with creating name tags, place cards, tent cards, and other event materials as needed.

Monitor and update Ceremonies and Special Events social media and website.

Ensure a safe environment for staff and event attendees by following department safety policies and procedures, and complying with the UC Davis Police and Fire Department rules and regulations. Must be able to respond quickly and responsibly in emergency situations.

Other event duties as assigned.

WORK SCHEDULE:

Schedule fluctuates depending on the calendar of events and schedule of the Ceremonies and Special Event Department event schedule and student's class schedule

Qualifications

Ability to work flexible hours including early mornings, late evenings, weekends and some holidays.

Must be able to work 20 hours a week and hold consistent hours three to four days a week to provide consistent support to the Event Managers.

Must have the ability to communicate in a professional manner and demonstrate diplomacy when dealing with

difficult people.

Punctuality and dependability are essential.

Must be able to take direction and implement tasks in a timely and professional manner.

Excellent interpersonal communication skills.

Experience with Windows-based computer environment with Microsoft Office applications, particularly Word, Excel, Outlook and PowerPoint.

Desired knowledge of campus software and databases (Aggie Travel, Aggie Buy and AIS) Experience updating and managing social media platforms, (Instagram, Facebook, Snap Chat) Experience with Google-based computer platform, particularly Google Drive

Knowledge of various campus policies (e.g. fire code, alcohol and sound permitting) .

Must possess excellent organizational and multitasking skills.

Must possess excellent customer service and interpersonal communication skills

Must be able to see, hear and verbally communicate to effectively control lighting, sound and direct/assist patrons during events.

Must have interpersonal and customer service skills to clearly communicate in person, through email and over the phone with a wide variety of individuals.

Must be able to lift and maneuver objects weighing up to 50 lbs. and demonstrate the ability to set-up and take down equipment for events

Must be a registered student at University of California,Davis, In good standing and must have a minimum of three quarters remaining.

Must be able to work events throughout the year,which may include winter,spring Break and graduation.

Location

Davis, California

ID

833548

UCD Student Employment Center Posting

Yes

UCD affiliated job

Yes

Departmental Division

Office of the Chancellor and Provost - Ceremonies and Special Events

Requisition #

65417

Job Function

Administration/Business/Clerical, Event Planning

Desired Start Date

January 2, 2018

Duration

Ongoing

Approximate Hours Per Week

5 - 19.5


Travel Percentage

No Travel

Base Pay Rate

STDT3, \$10.75

Salary Level

10.75 

Requires Background Check

Yes

Desired Major(s)

All Majors

Career Services Management System

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Aggie Job Link - Employers

OCP Student Employee Posting Sample
Please note that this process will change with the
arrival of UC PATH (Spring 2019)

 This is how a student may see your job posting.

Mondavi Center Student Ticket Call Center Agent STDT3

Position Type

Part Time, On-Campus Non Work Study, Paid

GPA

0

Description

The Mondavi Center Ticket Office is looking for people with outstanding interpersonal and computer skills that can serve as Ticket Agents. This position primarily functions as the point of sale for Mondavi Center and Department of Music. Using a computer, Ticket Agents will process orders with patrons both in person and over the telephone, enter data, and take credit card information. Agents provide excellent customer service, possess good judgment and problem solving skills, and are able to work with attention to detail in a fast-paced environment. Under supervision, agents will assist with word processing, data entry, compilation and production of various reports, filing, and other general duties as assigned. Agents will also have opportunities to present at staff meetings, work with other departments and assist in other various projects at the Mondavi Center. A portion of this position will consist of outbound phone calls made to patrons renewing subscriptions for next season. Our hours are Monday-Saturday 12pm-6pm with performance shifts extending until 9pm at the latest. Sales background is a plus, but not required. Performing Arts interest is a plus!

Qualifications

How To Apply

*Please only apply if you can work a minimum of a 3 hours shift during our hours of operation (Monday-Saturday, 12pm-6pm; performance shifts are from 6pm-9pm at the latest; occasional Sunday shifts)

To be considered, please list subject as: Ticket Agent Application - (Your Name) and e-mail your application, resume and cover letter to both:

Jessica Turner at:
jlturner@ucdavis.edu

-AND-

Sarah Herrera at:
smherrera@ucdavis.edu

Start date is
February 1, 2018.
Employment
verification and
background check

Employment is contingent upon passing a background investigation. Applicants must have experience with cash handling and credit card sales, and the ability to perform basic accounting. Various specialized duties should be executed with accuracy and efficiency while maintaining attention to detail. Demonstrate a commitment to a high level of security, confidentiality, privacy, and financial data compliance. Have a working knowledge and familiarity with customer service practices and procedures. Verbal communication is descriptive, written communication is concise, and working relationships with colleagues are cooperative and effective. Work with energy and productivity both as a team and independently when necessary. Perform a variety of assignments involving independent decision making and the ability to enforce business practices and policies. Computer skills in word processing, maintaining spreadsheets, using e-mail communication, and internet research are necessary to process sales, collect trend data, receive memorandums, and accept tasks as assigned. Must be able to learn software and office equipment specific to job functionality; experience utilizing a point-of-sale database is preferred.

Location

Davis, California

ID

834284

UCD Student Employment Center Posting

Yes

UCD affiliated job

Yes

Departmental Division

Mondavi Center

Requisition #

62919

Job Function

Administration/Business/Clerical, Arts/Communications,
Retail/Sales

Desired Start Date

February 1, 2018

Duration

Culminating upon graduation

Approximate Hours Per Week

12 (Minumum) 20 (Maximum)

Travel Percentage

No Travel

Base Pay Rate

STDT3, \$11.25

Salary Level

\$11.75/hr. 

Requires Background Check

Yes

Desired Major(s)

All Majors

Career Services Management System

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Aggie Job Link - Employers



This is how a student may see your job posting.

Student Housing Sustainability Intern

Important Dates

Posted On:

Mar 06, 2017

Applications

Accepted Until:

Mar 20, 2017

Position Type

Internship / Externship, Volunteer/Unpaid (TN)

GPA

0

Description

About Student Housing Sustainability

"To meet the current population's needs without compromising the ability of future generations to meet their needs". This was one of the first official definitions of sustainability as presented by the Brundtland Commission in 1987. Student Housing at UC Davis strives to meet this definition by enhancing its efforts to educate residents regarding sustainability and integrate sustainability efforts. The Sustainability Intern position serves as a resource to both student and professional staff, in order to increase awareness of residents and staff in the areas of sustainability and to build connections with campus organizations which facilitate sustainability education. The position is directly supervised by the Sustainability Coordinator of Student Housing but also working in conjunction with the Sustainability Programmers.

About the Role

The Sustainability Intern is mainly focused on peer-to-peer

education. Student interns will work directly with student sustainability programmers to help facilitate current, existing, and new education programs in Student Housing. Additional opportunities for special events and projects will be available to sustainability interns, depending on schedule and availability.

Responsibilities:

- Become an expert on Student Housing sustainable practices, goals, and policies.
- Meet with sustainability programmers and advisor(s) to explore and discuss different sustainability topics to present to Student Housing residents and RA's. Topics to include but not limited to water, energy, green buildings, community and waste.
- Provide support for other parts of the sustainability program including: dining commons tabling, resident hall programs, waste audits and more.
- Assist in outreach and marketing—create marketing materials and strategies (print & digital), create bulletin boards, provide content for social media, Aggie Reader, and website. Also may include video production, displays, posters, etc.

Qualifications

Qualifications

- Student at the University of California, Davis
- Interested in sustainability and peer-to-peer education
- Ability to communicate effectively; comfortable with public speaking
- Ability to communicate over email in a timely manner
- Good teamwork skills; comfortable being self-directed on projects
- Comfortable using Microsoft Office programs: Word, Excel, PowerPoint, & Publisher. Adobe & video editing programs a plus.

Position Logistics:

Hours: Part-time, 4-6hrs/wk or 40 hrs/qtr

Pay rate: volunteer position, transcript notation

Duration: academic quarter

Location

Davis, California

ID

823172

UCD Student Employment Center Posting

No

UCD affiliated job

Yes

Job Function

Administration/Business/Clerical, Environmental,
Miscellaneous

Desired Start Date

April 3, 2017


Duration

Academic Quarter

Base Pay Rate

By Agreement Rate, enter pay below

Salary Level

Volunteer/Unpaid/Internship 

Requires Background Check

Yes

Desired Major(s)

All Majors



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