

## **Sykes Event Staff Position Job Description**

### **Job Summary:**

The West Chester University Event Staff position is employed to staff and work Sykes After Dark and serve as an ambassador for the program. The Event Staff members ensure that Sykes After Dark runs smoothly and efficiently. The Event Staff members work under the supervision of the Graduate Assistant of Sykes After Dark.

Event staff hours are approximately 8 pm to 2 am every Friday night.

### **Job Duties:**

#### Customer Service

- Greet students and other attendees.
- Answer questions about the event.
- Promote the event activities.

#### Event Operations

- Check in students by swiping IDs and handing out wristbands.
- Perform various staffing functions as outlined by the Graduate Assistant (such as assisting vendors, taking pictures, etc).

#### Building Operations

- Assist the Student Director staff in completing set-ups of the ballrooms before and after the event.