

# MORGAN STATE UNIVERSITY ♦ STUDENT EMPLOYMENT OFFICE

## JOB DESCRIPTION

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY.

<b>POSITION NAME:</b>	<b>EMPLOYMENT TYPE:</b>
Box Office Team	<input checked="" type="checkbox"/> WORKSTUDY <input checked="" type="checkbox"/> COMMUNITY SERVICE <input type="checkbox"/> TUTORIAL <input checked="" type="checkbox"/> CAMPUS EMPLOYMENT
<b>DEPARTMENT/AGENCY NAME:</b>	
University Student Center	
<b>PURPOSE OF POSITION:</b>	
Under the supervision of the Retail Manager, the Box Office Team works to maintain and advance the Morgan State University Student Center's Box Office, which includes but is not limited to assisting the manager with customer inquiries and the sale of tickets for University and area events.	
<b>TYPICAL DUTIES:</b>	
<ul style="list-style-type: none"> <li>• Communicate with customers, clients, fellow employees and supervisor(s) in an effective and respectful manner.</li> <li>• Work with computer language associated with TICKETMASTER.</li> <li>• Sell tickets and answer phone calls.</li> <li>• Stock tickets and run the appropriate TICKETMASTER report(s).</li> <li>• Complete other projects as identified by the Box Office Manager.</li> </ul> <p><b>Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>• Excellent attention to detail, communication and organizational skills.</li> <li>• Ability to handle money.</li> <li>• People skills.</li> </ul> <p><b>Preferred Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of TICKETMASTER</li> <li>• Ability to work well under pressure</li> </ul>	
<b>OFFICE EQUIPMENT REQUIRED:</b>	
PC, cash register, adding machine (calculator), fax machine, copy machine, credit card and BNC machine. Walkie Talkie	
<b>SUPERVISION RECEIVED:</b>	
<input type="checkbox"/> SUPERVISION REQUIRED <input type="checkbox"/> LITTLE SUPERVISION REQUIRED <input checked="" type="checkbox"/> SOME SUPERVISION REQUIRED <input type="checkbox"/> RARELY NEEDS SUPERVISION	
<b>CONTACT INFORMATION:</b>	
SUPERVISOR: <b>Michelene Dean</b>	
LOCATION: <b>University Student Center Room 132</b>	
TELEPHONE: <b>(443) 885-1815</b>	FAX: <b>(443) 885-8248</b>
EMAIL: <a href="mailto:MICHELENE.DEAN@MORGAN.EDU">MICHELENE.DEAN@MORGAN.EDU</a>	

OPENING DATE:	CLOSING DATE:
---------------	---------------

**MORGAN STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.  
STUDENT EMPLOYMENT OFFICE ♦ MOTEBELLO COMPLEX A-223 ♦ (443) 885-3141 ♦ FAX: (410) 319-4077**