

MORGAN STATE UNIVERSITY ♦ STUDENT EMPLOYMENT OFFICE

JOB DESCRIPTION

POSITION NAME:	EMPLOYMENT TYPE:
Box Office Team	<input checked="" type="checkbox"/> WORKSTUDY <input type="checkbox"/> COMMUNITY SERVICE <input type="checkbox"/> TUTORIAL <input checked="" type="checkbox"/> CAMPUS EMPLOYMENT
DEPARTMENT/AGENCY NAME:	
University Student Center	
PURPOSE OF POSITION:	
Under the supervision of the Retail Manager and Asst. 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.	
TYPICAL DUTIES:	
<ul style="list-style-type: none"> • Communicate with customers, clients, fellow employees and supervisor(s) in an effective and respectful manner. • Work with computer language associated with TICKETMASTER. • Sell tickets and answer phone calls. • Stock tickets and run the appropriate TICKETMASTER report(s). • Work University and Office of Student Activities events when Box Office will be utilized. • Complete other projects as identified by the Box Office Manager. <p>Minimum Requirements:</p> <ul style="list-style-type: none"> • Excellent attention to detail, communication and organizational skills. • Ability to handle money. • People skills. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Knowledge of TICKETMASTER • Ability to work well under pressure 	
OFFICE EQUIPMENT REQUIRED:	
PC, cash register, adding machine (calculator), fax machine, copy machine, credit card and BNC machine. Walkie Talkie (as appropriate)	
SUPERVISION RECEIVED:	
<input type="checkbox"/> SUPERVISION REQUIRED <input type="checkbox"/> LITTLE SUPERVISION REQUIRED <input checked="" type="checkbox"/> SOME SUPERVISION REQUIRED <input type="checkbox"/> RARELY NEEDS SUPERVISION	
CONTACT INFORMATION:	
SUPERVISOR: Michelene Dean	
LOCATION: University Student Center Room 132	
TELEPHONE: (443) 885-1815	FAX: (443) 885-8248
EMAIL: MICHELENE.DEAN@MORGAN.EDU	

OPENING DATE:	CLOSING DATE:

MORGAN STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
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