

**EVENT MANAGEMENT STAFF  
MAGGS PHYSICAL ACTIVITY CENTER  
SALISBURY UNIVERSITY  
JOB DESCRIPTION & DUTIES**

RESPONSIBLE TO:

Facility Coordinator, Facility Graduate Assistants, Assistant Director of Campus Recreation, and the Director of Athletics and Campus Recreation

PURPOSE OF POSITION:

Responsible for supervising Athletic and Conference events.

DUTIES:

1. Supervise events during assigned hours.
2. Ticket Sales, Event Setup & Teardown, Group/Event Management, Seating, Halftime Games, Ball Runner
3. Enforce ALL facility policies and rules.
4. Anticipate potential risks of injury, take measures to remove them, and in the event of injury, have the ability to implement emergency medical procedures.
5. Be alert while students, faculty, staff, and visitors are in the facility.
6. Be visible to all users of the facility.
  - A. Greet individuals as they enter with Hello & smile
  - B. Must be active within each facility
  - C. Uniform – no alterations
7. Maintain an updated CPR and AED certification.
8. Attend ALL staff meetings
9. Provide courteous service to all students, faculty, staff, and visitors that enter the facility.
10. Perform other duties as assigned