

Mission of Elliott Student Union:

The Elliott Student Union (ESU) serves as the center of campus life, providing the University of Central Missouri's students, staff, faculty, alumni and guests with facilities and programs which help to create the community. The Union functions as an integral part of the educational life of the University by unifying the campus and fostering knowledge and understanding among members of the community.

Duties and Responsibilities:

- Fully support the ESU's mission and assist in executing it in different phases
- Schedule, coordinate and attend various events sponsored by the Elliott Student Union and Union Bowling Center
- Create or update partnership databases to show a history of working together
- Assist in planning and implementing traffic generating programs for the Elliott Student Union
- Help plan and coordinate ESU and UBC's signature events such as The Union Experience, Union Birthday Bash, Holiday Market and Bowling with The Bests
- Makes reservations on 25Live and confirms set-up arrangements
- Collaborate with student organizations, Union partners, other offices and/or academic departments to enhance the student learning experience outside of the classroom
- Work diligently with guest artists, vendors, and sponsors in preparation and on day of events and programs
- Analyze each event to know what went well and what needs improvement for future occurrences
- Oversee the concessions inventory
- Work cooperatively and jointly to provide quality seamless customer service
- Work closely with the Elliott Student Union Marketing team assisting with event promotion and marketing needs
- Helps fellow employees with their tasks, such as answering the phone and managing front line operations at the Information Desk, Union Bowling Center, The Mule Post, Union Cinema and more.
- Supervise and schedule the Program Assistants
- Other duties as assigned

Qualifications:

- Bachelor's degree
- Minimum 3.0 undergraduate GPA
- Enrollment in graduate program

Preferred Skills:

- Attention to detail
- Budget-related skills
- Communication skills, including oral, written, and/or nonverbal
- Human Relations/ Interpersonal skills
- Ability to manage multiple concurrent projects and meet deadlines
- Efficiency at Google Suite
- Knowledge of a University environment

Special Working Conditions:

- On call/standby work required
- Irregular work hours (evening and weekends)
- May be responsible for assisting in opening/closing of facility during inclement weather
- Work in stressful conditions

Compensation:

- \$4,500 stipend per semester (minimum of 20 work hours per week is required)
- Tuition scholarship
- Parking permit
- On campus housing (If available)