



Student Position Announcement Central Michigan University University Recreation

Mission

The mission of University Recreation (URec) is to provide outstanding recreation, leisure and wellness programs, services and facilities for students, faculty and staff of Central Michigan University (CMU) and other members and guests. The staff is dedicated to providing these experiences in a safe environment that promotes healthy lifestyles, values diversity, and contributes to co-curricular learning and leadership opportunities through effective utilization of resources.

Our staff members are the source of our strength and the key to the successful fulfillment of our mission.

**Not just a
job ...
it's an
experience!**

www.sac.cmich.edu

Position

Ticket Central Sales Representative

Responsibilities

Provide premier guest services to students, faculty, staff and guests of Central Michigan University who visit and call Ticket Central and be a director of first impressions.

Duties included but not limited to:

- Being a director of first impressions
- Greeting members and guests of the facility with a positive attitude
- Processing ticket sales for all CMU ticketed events
- Communicating information to guests
- Conveying accurate messages and returning phone calls
- Displaying proper phone etiquette
- Sorting/filing and mailing various items
- Ability to work nights and weekends
- Availability to work all football games
- Ability to handle daily cash and credit card sales
- Ability to multi-task
- Ability to become CPR/First Aid Certified within 30 days of hire

Qualifications

Must be a CMU student of at least part-time standing; be able to maintain positive image of self and CMU; knowledge of Microsoft Word and Excel; ability to learn computer software quickly; honest and dependable; must be available to work 2-3 hour shifts throughout the week between 8 am to 5pm as well as on nights and weekends for CMU ticketed events; available to work nights and weekends; availability to work all football games in the 2015-2016 season.

Certifications Requirement

Adult, Child and Infant CPR and Standard First Aid (American Red Cross – preferred); Right to Know training (required once a position is offered)

To Apply

Interested and qualified individuals should complete an on-line **employment application and submit a résumé**: Please direct any questions to the Sr. Assistant Director of Student Personnel (989) 774-3686, email urechr@cmich.edu