

Supervisor & Office Staff Requirements

O'Connell Center Employee Requirements

Supervisors must meet the requirements for all employees which are listed below:

- Work at least 25 hours a month during our busy season (September – March)
- Work at least one holiday shift each semester (Fall & Spring)
- Work a homecoming-related shift during Homecoming Week
- Work one Fall Commencement shift and two Spring Commencements shifts

Building Coordinator Requirements

General:

- A desire to work as evidenced by working more than 15 hours per week on average
- A willingness to learn
- Above-average performance on crews, as shown by supervisor recommendations/commendations.
- Exceptional attention to detail and willingness to accept responsibility
- Ability to work independently and without direct supervision
- Good verbal and written communication skills
- Adequate knowledge of the building and the activities within

Changeover Supervisor Requirements

General:

- 18 years of age or older
- Valid Driver's License

Training:

- Tracks and diligently maintains phasing process
- Mandatory attendance of Bleacher, Harness, and Forklift Trainings

Maintaining an Active Role:

- Active communication with Division Heads
- Mandatory attendance of monthly division meetings
- Leading and/or working crews in a consistent manner
- Attend division meetings regularly
- Provide Feedback

Event Staff Supervisor Requirements

General:

- 18 years of age or older
- Valid Driver's License
- Works at least 25 hours a month
 - More than 25 hours will be needed to complete training on time

Event:

- Available for football parking every gameday Saturday starting at 7 AM or earlier and going up until kickoff
- Must work at least one Gator Growl/Homecoming shift

Training:

- Tracks and diligently maintains phasing process
- Mandatory attendance of Security Trainings

Maintaining an Active Role:

- Active communication with Division Heads
- Mandatory attendance of monthly division meetings

Technical Supervisor Requirements

General:

- 18 years of age or older
- Valid Driver's License
- Willing to operate heavy machinery

Event:

- Available for Gator Growl tech strike
- Able to compile detailed notes for large events

Training:

- Regular mentor meetings
- Diligent progression (minimum completion of two certificates per month)

Maintaining an Active Role:

- Ability to work 25 tech hours a month
- Active communication with Division Heads
- Mandatory attendance of monthly division meetings

Audience Development Assistant Requirements

Minimum Requirements:

- 10-20 hours per week standing/adjustable schedule Tuesdays – Fridays (11:30 AM – 6:00 PM) and Saturday (10 AM – 2 PM)
 - Doesn't follow the university schedule regarding break weeks
- Work during Gator Growl
- Work some nights and weekends depending on events
 - O'Connell Center special events
 - O'Connell Center special event on-sales
 - School of Theatre and Dance event nights
 - Marketing shifts during events at the O'Connell Center (UF athletics & other events)
- Two (2) year commitment

Preferred Qualifications:

- Excellent customer service skills
- Ability to work fast under pressure
- Previous cash handling experience
- Ability to accurately perform cash or credit card ticket sales transactions
- Ability to communicate clearly and concisely both orally and written
- Experience with various social media platforms (Facebook, Twitter, Instagram, etc.) and photography
- Experience with Microsoft Office (Word, Excel, Access)

Business Office Assistant Requirements

Minimum Requirements:

- Must be able to fill position for at least two years
- Must be available to work 20 hours a week (hours flexible) with some nights and weekends
- Work required during UF break weeks (including summer, winter break and spring break) as mutually agreed upon
- Computer experience, in Microsoft Word, Excel, and Access
- A willingness to learn and perform a variety of tasks

Preferred Qualifications:

- Business or related major preferred. Accounting or bookkeeping experience a plus

Employee Relations Office Assistant Requirements

Minimum Requirements:

- This position is open to all students who are eligible to work on campus and must maintain a minimum 2.0 grade point average
 - Registered students are employed on a part-time basis, up to 20 hours per week
- Transportation to and from job
- On rare occasions, possible weekends, overnight (12 AM – 8 AM)
- Must be willing to work partial school breaks, as agreed upon with other office staff members
 - The position does not necessarily follow the breaks designated by the official University of Florida schedule
- This position requires a minimum two (2) year commitment
- Ability to work summer or partial summer

Preferred Qualifications:

- Customer service experience in a professional office setting
- A self-starter who is comfortable with stepping up and taking initiative in an environment that can be busy and stressful
- Able to multitask and be flexible in an office that can be calm and orderly one moment, and chaotic the next moment

Marketing Assistant Requirements

Minimum Requirements:

- Must be able to fill position for at least two (2) years
- Must be available to work 20 hours a week (hours flexible) with some nights and weekends
- Work required during UF breaks (including summer, winter break and spring break) as mutually agreed upon
- Computer experience, in Microsoft Word, Excel, and Access
- A willingness to learn and perform a variety of tasks

Preferred Requirements:

- Design experience with Adobe Photoshop, Illustrator, Premiere Pro, Lightroom, and/or InDesign. Photography skills a plus.