FEDERAL WORK STUDY
JOB DESCRIPTION

Job Title:  Ticket Taker
Department:  UNK Intercollegiate athletics

Number of Positions:  FOUR
Contact Person:  Michelle Smidt
Phone Number:  308-865-1563

Duties and Responsibilities:  Greeting fans as they come in the doors to events, checking their tickets/passes to make sure they are correct for the event the fans are attending and tearing ticket stubs.  Checking student IDs to make sure they are the correct ones and for the correct person holding the ID.  Possibly helping with set up and take down for events.  Helping with the athlete pass list.

Special Skills Required:  Basic math and computer skills.  Must be very personable, reliable and responsible.

Supervisor (If different than Contact name listed above):

Number of hours/week per position:  12 to 20
  Maximum is 40 hours per week during periods student is not enrolled in courses or during breaks.
  Part-time hours are not more than 20 hours per week while student in enrolled in classes.

To be considered employed in a community service job for FWS purposes, an FWS student does not have to provide a “direct” service. The student must provide services that are designed to improve the quality of life for community residents or to solve particular problems related to those residents’ needs. A school may use its discretion to determine what jobs provide indirect or direct service to the community.

Do you consider this position to be a community service job?  ___YES___

Contact:  Students will schedule interviews with your department. When you have selected a student to work in your area, contact Crystal Quarterio, UNMC Office of Financial Aid, Student Life Center, Room 2081 Campus Zip 984265, (402) 559-7265 or (800) 626-8431 or cquarterio@unmc.edu.

June, 2011