Operations/Event Assistant

The purpose of the Operations/Event Assistant is to provide general maintenance and operational support for Pauley Pavilion, Drake Track Stadium, and Los Angeles Tennis Center.

Job Qualifications

Required

• Currently enrolled as a UCLA Student
• Ability to follow instructions, and be self-motivated to work with minimal supervision
• Ability to work a variety of shifts including mornings, evenings, weekends and holidays. Shifts vary due to operation and event schedule.
• Attention to detail
• Must be able to lift and move up to 50 pounds.
• Complete a background check

Preferred

• Work Study eligible.
• Excellent oral and written communication skills.
• Be familiar with all departmental policies, procedures, and patron expectations and be able to communicate these to patrons clearly and concisely.
• Familiarity with Recreation facilities, spaces, campus, and surrounding community.
• Interest in sports is a plus.
• Able to communicate and enforce facility policies and procedures to patrons and guests.

Job Expectations

• Provide general maintenance and operational support for Pauley Pavilion, Drake Track Stadium, and Los Angeles Tennis Center.
• Most of the primary duties are physical labor and include the set up and strike of event furnishing for various athletic events and or cultural special events
• Customer relations, day of event support, basic audio-visual knowledge, and facility access control.

Pay Rate

• $16.75 per hour

Apply and Contact:

To apply, please complete the application found on Handshake.

Please direct any questions about this position to Edgar Torres, etorres@recreation.ucla.edu