

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

- \$17.30 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

