

# BENTLEY Student Programs & Engagement

## Job Description – Harry's Event Staff

**Position Title:** Harry's Event Staff

**Department Team:** Student Center Staff

**Pay Rate:** \$14.25 / Hour

**Supervisor:** Assistant Director of Student Programs & Engagement

### Student Center Staff Mission Statement

The Student Center Staff works to create a welcoming and engaging environment for all who visit the building. Staff strive to provide top tier services to all guests including outstanding customer service, creative solutions to any problems that arise, and a general safety and well-being to all. Staff members work diligently to ensure operations are running smoothly and efficiently, while maintaining a vibrant and inclusive atmosphere in all spaces throughout the Student Center. The Student Center Staff aims to create a space where students and visitors can feel comfortable and utilize the building as the "living room" of campus.

### Position Summary

The Harry's Event Staff provides a safe and secure environment for campus events, specifically events occurring in Harry's, the Pub located in the Student Center, on nights and weekends. Additionally, Harry's Event Staff also assist with staffing student organization party events requiring additional security. Staff members are trained to be able to check IDs and wristband guests who are of legal drinking age. Harry's Event Staff will enforce university guest policies at all events and oversee crowd control. Staff work in conjunction with event organizers, Building Managers, University Police, and professional staff in attendance at student organization events and within Harry's.

### Responsibilities

- Oversee the operations and logistics of Harry's during hours of operation (each night, 7:00 PM until the Student Center closes) including managing music, TVs, and events and activities.
- Check valid government-issued IDs and provide wristbands to who are guests 21+ and wish to drink alcohol in Harry's.
- Monitor guests within Harry's during hours of alcohol service and ensure that all guests drinking alcohol have the correct wristband, indicating they are of legal drinking age.
- Enforce event/venue capacity and crowd control in Harry's.
- Provide assistance to Student Programs & Engagement staff for occasional event setups as needed.
- Assist in closing late night food service lines and help Building Managers to close the Student Center at the end of the night.
- Assist with safety and security during occasional student organizations events taking place outside of Harry's, including checking IDs, providing wristbands to guests 21+, enforcing use of wristbands, and maintaining capacity and crowd control.

- Enforce Bentley policies, SP&E guest policies, and legal drinking age restrictions at all times, including within Harry's and at student organization events.
- Other duties as assigned by the Student Programs & Engagement Professional Staff.

### **Scheduled Shift Times**

Harry's Event Staff will work each night that Harry's is open, with additional staffing when the space is serving alcohol. Harry's is open seven nights a week 7:00 PM – 1:00 AM (2:00 AM on Friday/Saturday) and serves alcohol on Wednesday-Saturday 7:00 PM – 1:00 AM. Other shift opportunities are available as needed, such as student organization parties or SP&E programs and events. Nights and weekends are required.

### **Qualifications**

- Must be a reliable, trustworthy, team player who will be a contributing member of the staff.
- Must have the ability to manage several projects at once.
- Must have the ability to respond and problem solve during a problem or emergency situation.
- Must act in a professional manner and as a positive representative of the department.
- Must follow all Student Center and Student Programs & Engagement employment policies.
- Must attend all Student Center staff meetings and trainings. Staff members who live in campus residence halls will be approved to move into their rooms early for training.
- Must be able to return to campus early for mandatory training at the beginning of each semester. Staff members who live in campus residence halls will be approved to move into their rooms early for training.
- Must remain an enrolled undergraduate student at Bentley University, in good academic and judicial standing with the university throughout the length of employment. Current staff members can apply to return to the staff during their graduate year(s).

### **Mandatory Dates**

Tentative Spring 2023 Semester Training: January 18 – January 22

Staff Meetings: Every other Tuesday, 2:00 PM – 3:00 PM

Spring Day: All employees will be required to work a shift on Spring Day (typically 1-2 hours)

- Attendance at all mandatory dates is expected from staff members. Candidates must address any potential conflicts during the interview process.
- Prior approval must be requested and granted in order to miss a mandatory obligation.
- Training dates are tentative. Please check with your supervisor before making travel arrangements.