



## Classification Description

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**Job Title:** Events DJ, Athletics

**Pay Grade:** Temp Schedule

**Job Code:** 8100A (Student Assistant)

**FLSA Status:** Non-Exempt

### **Job Purpose**

The Events DJ, Athletics will be responsible for engaging with the audience, queueing up playlists and audio effects, presenting commercials, and generating interest in the events they are assigned to. They may also be required to MC events and perform meet and greets.

### **General Responsibilities**

#### **Essential Functions**

Responsible to review the weekly and daily schedule of events and scripts.

Provides input to supervisor for approval on possible mixing and playing of music at events.

Ensures music, advertisements, crowd and individual recognition, etc. are played per script.

Arrives prepared and on time to all scheduled shifts.

Maintains an appropriate professional demeanor at all times.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

High School diploma or GED.

Currently enrolled at FSW to be hired as a Student Assistant.

## EVENTS DJ, ATHLETICS

Positive attitude and desire to assist customers.

Ability to self-motivate with little or no supervision.

Effective verbal and written communication skills.

Capability to withstand possible continuous standing.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.

## EVENTS DJ, ATHLETICS

- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Arena, baseball/softball fields.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: August 24, 2023.