
ATHLETIC EVENT OPERATIONS STUDENT JOB DESCRIPTION

The Purdue Athletics Event Operations Department strives to provide a safe, organized and pleasant game experience at all Purdue Athletic Events for fans, student-athletes, game officials, community and corporate partners. The Athletics Event Operations Department is seeking students interested in pursuing a career in event management or other similarly related field to fill positions.

JOB DESCRIPTION

Under the direction of the Purdue Athletics Event Management Department, this position will be responsible for assisting with the effective execution and coordination of all home Purdue Athletic events.

JOB RESPONSIBILITIES

- Assist with the management and operation of a number of home athletic events and other special events hosted in Purdue Athletics venues
- Assist being the host for visiting teams, officials and Big Ten Conference/NCAA personnel
- Assist with guest services and event staffing
- Assist with game day crowd management
- Assist with game day parking operations for all athletic events
- Coordinate with various departments within Purdue Athletics Department
- Perform event setup and teardown as needed
- Manage event volunteers
- Assist in execution of NCAA and Big Ten Conference postseason events
- Serve as a host for external rentals
- Provide exceptional customer service to all of our fans and be responsive to their concerns
- Provide clear and correct guest service information to our fans
- Office assistance including clerical work and projects
- Students may be required to work outside where they are exposed to weather conditions

QUALIFICATIONS

- Ability to work well within in a group setting
- Ability to problem solve
- Time management
- Strong oral and written communication skills
- Excellent customer service skills and strong interpersonal skills
- Attention to detail
- General knowledge of athletics related rules/regulations
- Ability to work both independently and within a team setting on projects
- Maintain an effective working relationship with coworkers and other athletic department staff
- Proficient in the use of a variety of computer software applications, particularly in Excel and Word
- Manual labor which may include lifting, carrying, long periods of standing and walking

NOTES

- This position has the expectation of working athletic events throughout the 2025-26 school year including **EVERY** home football game.
- Working nights and weekends (including some holidays/breaks) is probable, as is working long shifts with exposure to outdoor weather elements.
- To be eligible for position, students must be able to attend two mandatory training dates in late August.
- Flexible scheduling.



EVENT OPERATIONS UNDERGRADUATE/GRADUATE PROGRAM

NAME:

HOMETOWN:

MAJOR:

YEAR IN SCHOOL
(2025-26):

CELL PHONE:

EMAIL:

What interests you about this program?

What strengths and/or attributes do you possess that will contribute to this position?

What are your career interests and goals?

Describe your personality in one sentence.

List any additional comments, interesting facts, etc. about yourself and why you should be part of our team!

Do you possess a valid drivers license?

YES

NO

