Bull Market

Responsibilities
Bull Market Staff are responsible for planning and implementing the weekly outside market at USF. Each staff member must provide excellent customer service to all vendors, departments, and student organizations that attend the market. The main goal of the Bull Market staff is to ensure that the market runs smoothly and is successful for the USF community. The duties and responsibilities of the Bull Market Staff include, but are not limited to the following:

• Checking/responding to all e-mails and phone messages during office hours.
• Keeping up the Bull Market Facebook page (sending updates, answering messages, etc.)
• Maintaining communication with any vendor that you speak with during your office hours.
• Completing all tasks and duties you are assigned by your supervisor.
• Processing all orders through the Touchnet System
• Opening and Closing the market on the appropriate days
• Working the entire Bull Market Wednesday whenever they are not in class.
• Create new ideas for the Bull Market days in order to keep the market successful.
• Ensuring the Bull Market Office is clean and well-kept

Selection Process
Bull Market applicants will be individually interviewed by Event Managers and an Associate Director for the Marshall Student Center. This panel will then discuss and determine which applicant(s) will be hired.

Knowledge
Each Bull Market staff member is responsible for being familiar with all policies pertaining to vendors, student organizations, non for profit organizations, and USF departments. They must also understand and be proficient in working Touchnet; which includes processing, cancelling, searching, fulfilling all orders. They must be familiar with Google excel sheets and minimal excel formulas.

Time Commitment
Every staff member must be available to work on Wednesday’s from 8:00am to 5:00pm, outside of classes. They must also be available to work at least 20 hours in a week; which includes both office hours and market days.