OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Student Assistant
Department Name	Intercollegiate Athletics
Job Location	Nordstrom Tennis Center
Pay Rate	$9.19 - $11.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Denise Dy
Phone Number	206-543-8185
Email Address	dyd107@uw.edu
Website	http://www.gohuskies.com/facilities/nord
Box Number	354080

Nature of Organization

Nordstrom Tennis Center is the home indoor tennis facility for UW Husky Men's and Women's Tennis Teams. When the UW teams are not practicing or playing matches, it also open for use to the UW community (students, staff, faculty and Lifetime Alumni).

Duties and Responsibilities

1. Answer phones, take messages
2. Take tennis court reservations by phone and in person
3. Take payments for tennis court reservations/programs and merchandise (balls, string, clothing)
4. Responsible for basic amount of operating cash.
5. Process credit card payments for courts/merchandise/programs
6. Count cash, checks and credit card receipts and to determine revenue received during shift as specified.
7. Provide information and directions to patrons, UW tennis coaches, players and other users of the facility.
8. Other front desk and UW tennis support tasks as required.

Minimum Qualifications

1. Current/Updated CPR trained.
2. Ability to communicate and deal with coaches, general public, faculty, staff and students in an efficient and pleasant manner.
3. Ability to work autonomously, with responsibility for organization of own duties.
4. Punctual and dependable.
5. Exceptional attention to detail.
6. An interest in sports is helpful.
7. Able to work academic breaks

Educational Benefits

1. Effective communication skills
2. Customer service skills
3. Cashiering experience
4. Problem solving and decision-making skills
5. Ability to work independently

How to Apply

E-mail with attached resume to Denise Dy, NTC Manager @ dyd107@uw.edu

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Job Number: IATH05 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Open