

Work Study Job Description

Job Title	Member Services Assistant-MSA
Department Name	Dept. of Recreational Sports Programs
Job Location	IMA Building
Pay Rate	\$9.19 - \$10.82
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Samuel Mackay
Phone Number	(206) 616-32
Email Address	samackay@u.washington.edu
Website	
Box Number	354090

Nature of Organization

Rec. Sports (Division of Student Life)

Duties and Responsibilities

MSA duties/responsibilities are meet customer service needs, dealing w/ cash-handling procedures of our dept.

Responsible for interaction w/ customers involving sales of memberships, answering questions, handling/dealing with customers problems (trouble-shooting). Answering any problems dealing with w/ Student, Faculty/Staff memberships. Answering questions related to Operational policies of the IMA Building (Rec. center). Giving guided tours, several clerical duties as per request or by assignment.

Minimum Qualifications

Previous customer service experience.
Previous cash-handling and clerical experience desired, but not required.

Educational Benefits

To develop Customer Service skills.
To build social bonds w/ both Students, and Faculty/Staff of the University of Washington.
To gain a sense of responsibility related to the work-place environment.

How to Apply

Call (206) 543-4590 for a current listing of openings or email imajobs@uw.edu.

Job Number: RSPO13 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: n | Program:
Federal