

Work Study Job Description

Job Title	ID Checker / Facility Assistant (ID/FA)
Department Name	Dept. of Recreational Sports Programs
Job Location	IMA Building
Pay Rate	\$9.32 - \$9.71
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

ID Checker / Facility Assistant duties/responsibilities are to meet the customer service needs, dealing w/ customers related to the proper use of the IMA Building. ID Checkers are responsible for maintaining control of the entrance/exit of the IMA Building. ID Checkers duties include; card-swiping, answering questions, giving directions, impounding misused ID's. ID Checkers are also responsible for Statistical data gathering at their workstation. Facility Assistants duties include; answering questions related to the operational policies of the IMA Building, giving tours, ect... FA's duties also include aiding the Operations Coordinator in overall day-to-day operations of the IMA Building. Some clerical duties as per assignment.

Minimum Qualifications

Previous customer service or clerical experience desired, but not required.

Educational Benefits

To develop Customer Service skills, to build social bonds w/ 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: RSPO12 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: n | Program:
Federal