

## Work Study Job Description

<b>Job Title</b>	Student Assistant 1
<b>Department Name</b>	Student Activities & Union Facilities
<b>Job Location</b>	By George Newsstand
<b>Pay Rate</b>	\$9.19 - \$15.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Jason Hansen
<b>Phone Number</b>	2065434087
<b>Email Address</b>	jasonh@uw.edu
<b>Website</b>	
<b>Box Number</b>	352230

### Nature of Organization

Student Activities & Union Facilities is a unit of the Division of Student Life. We serve members of the campus community in addition to off-campus visitors. We employ 2 full time staff and up to 10 student employees.

### Duties and Responsibilities

1. Operate cash register.
2. Sell merchandise.
3. Stock candy, sundries, baked goods, chips; also stock deli and pop coolers.
4. Stock coffee/tea cart with creamer, sugar, straws, and napkins, and clean when necessary.
5. Responsible for basic amount of operating cash.
6. Count cash and determine revenue received during shift as specified.
7. Prepare hot water as needed, and pour for customers.
8. Sell NY Times subscriptions.
9. Keep candy counter area neat and clean and well presented.
10. Provide information and directions to customers and building patrons.
11. Assist yearly inventories, either with pre-counting or actual counting.

### Minimum Qualifications

1. Ability to communicate effectively.
2. Punctuality and dependability.
3. Accuracy.
4. Neat, well-groomed appearance.
5. Must be a UW student enrolled in at least 6 undergraduate credits or 4 graduate credits, or on leave as defined by Executive Order 50.

### **Educational Benefits**

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

### **How to Apply**

Visit the By George Newsstand to receive an application.

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Job Number: SAUF03 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: y | Program:  
Federal