

## Work Study Job Description

<b>Job Title</b>	Desk Services Student Representative
<b>Department Name</b>	Housing & Food Services
<b>Job Location</b>	Based in Haggett Hall
<b>Pay Rate</b>	\$9.32 - \$12.00
<b>Employment Period</b>	Summer
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	Ryan Jones
<b>Phone Number</b>	206-616-2843
<b>Email Address</b>	hfsjobs@uw.edu
<b>Website</b>	<a href="http://www.hfs.washington.edu/">http://www.hfs.washington.edu/</a>
<b>Box Number</b>	354551

### Nature of Organization

Housing & Food Services runs a summer conference program. Guests participate in academic projects and conferences. Guests include elementary through high-school students, University students, faculty & staff and the public.

### Duties and Responsibilities

- Assign guests to rooms, compile check-in materials for guests, issue keys and meal cards, record information on the guest card and properly file the cards. Register and assign walk-ins.
- Complete check-in and checkout transactions in the conference database. Arrange for afterhours check-ins as needed.
- Collect conference payments and document billing information in the conference database.

### Minimum Qualifications

Preference will be given to candidates who possess:  
 One year of experience in a responsible public service or customer service position  
 Residence hall or hotel front desk experience  
 Experience handling money and operating cash registers  
 Ability to interact with people from diverse age groups, backgrounds and cultures

### Educational Benefits

Gain leadership experience, expand communication and organizational skills, learn the operation of a complex business from the inside out.

**How to Apply**

Go to [www.hfs.washington.edu/abouthfs/studentjobs](http://www.hfs.washington.edu/abouthfs/studentjobs)

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Job Number: HOFS02 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: y | Program:  
Federal