

Work Study Job Description

Job Title	Meeting Services Assistant
Department Name	Housing & Food Services
Job Location	Haggett Hall
Pay Rate	\$10.55 - \$14.15
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Ryan Jones
Phone Number	206-616-2843
Email Address	hfsjobs@uw.edu
Website	http://www.hfs.washington.edu/
Box Number	354551

Nature of Organization

HFS provides housing, dining and conference services for students and the UW Community.

Duties and Responsibilities

- Conduct room set ups and break downs for each event, including light incidental cleaning as necessary and coordination with HFS facilities staff when appropriate.
- Check prior to event reservations that rooms are unlocked, cleaned and set accurate to the client's specifications and expectations.
- Set up and provide operational support for audiovisual equipment as needed.
- Facilitate client access to HFS buildings and meeting spaces.
- Check post event to document any damages and/or mess left by the reserving group. Prepare spaces for the next reservation and secure the facility.
- Produce and post weekly and daily room schedules as appropriate for each specific

Minimum Qualifications

- One year of experience in responsible public service or customer service
- Ability to interact effectively with a diverse group of customers
- Ability to maintain composure in stressful situations
- Ability to communicate clearly and accurately, both orally and in writing
- Proficiency with MS Office
- Possession of a current, valid Washington State Driver's License

Educational Benefits
Build leadership skills, learn the costs of business and acquire real world experience working, including problem solving issues and dealing with the public.
How to Apply
Go to www.hfs.washington.edu/abouthfs/studentjobs

Job Number: HOFS06 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: y | Program:
Federal