

Work Study Job Description

Job Title	Desk Services Lead Student Representative
Department Name	Housing & Food Services
Job Location	Haggett Hall
Pay Rate	\$10.55 - \$15.15
Employment Period	Summer
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 Conferences provides housing and dining to summer conference guests. Conference guests participate in academic projects and conferences. Guests include elementary, high-school and university students, faculty, staff and the public.

Duties and Responsibilities

- Lead desk host staff and participate in the processing of conference room assignments, room and hall changes
- Lead desk host staff in checking conference guests into and out of their assigned rooms in the residence halls
- Assist the desk host staff in recording check-in and check-out information in the conference management system.
- Process payments and reconcile financial records
- Perform related duties as assigned.

Minimum Qualifications

- One year of residence hall front desk host or related experience preferred
- Conference season experience preferred
- Experience handling money, counting cash and operating cash registers and computers preferred
- Ability to interact with people from diverse age groups, backgrounds and culture

Educational Benefits

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

How to Apply

Go to www.hfs.washington.edu/abouthfs/studentjobs

Job Number: HOFS03 | Job Class: 0875 | Category: Student Services | 51% Comp. To Classified: y | Program:
Federal