OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	MICEC Facility Attendant
Organization Name	City of Mercer Island
Job Location	Mercer Island Community & Events Center
Address	
Pay Rate	$12.00 - $12.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Zach Houvener
Phone Number	2062757888
Email Address	MICECworkstudy@gmail.com
Website	

Nature of Organization
City of Mercer Island Parks & Recreation Mercer Island Community & Event Center
Duties and Responsibilities
The part-time position of Facility Attendant is a vital and creative one, ensuring the success of operations at the Mercer Island Community & Event Center (MICEC). The ideal candidate thrives in a fast-paced environment, and welcomes new learning opportunities every day. The Facility Attendant delivers excellence in five general areas: 1.) Facility Attendant Duties; 2.) Front Desk Reception; 3.) Customer Service; 4.) Recreation Registration and Rental Reservation; 5.) General Administrative Support, and other duties as assigned. See additional attachment for more information.
Minimum Qualifications
Completion of Nationwide and Washington State criminal history background check; Completion of I-9 Form; Knowledge of general office procedures, and able to use office machines (e.g. copy machine, fax, adding machine); Works with others in friendly and professional manner; Approaches work with a positive attitude; Actively listens and contributes to team work; Possesses strong communication skills and an ability to work independently or with team; See additional attachment for more information.
Educational Benefits

Students will learn basic and advanced customer service in a thriving community center atmosphere; organizational, team building, management, and administration skills needed to succeed in the work force.
How to Apply
Please send resume and cover letter to MICECworkstudy@gmail.com

Job Number: 60MEIS02 | Category: Architecture | Program: Community Service - STA | Reimbursement Rate: 60%