OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Conference Desk Host
Department Name	Housing & Food Services
Job Location	Based in Haggett Hall
Pay Rate	$9.19 - $12.00
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

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

Job Number: HOFS02 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Open