

## HUB Student Job Descriptions

The **Husky Union Building** has a number of student employment opportunities available for the summer and upcoming school year. This job listing provides general descriptions for student hourly jobs that are available throughout the year.

### **By George Newsstand**

hubgames@uw.edu

#### **Student Cashier**

Students conduct day-to-day sales and customer service. Duties include processing cash, HuskyCard and credit card sales, processing sales a touch-screen register, stocking items, processing vendor invoices, facilitating the New York Times subscription program, opening and closing the By George Newsstand. The By George Newsstand serves over 1000 people per day.

### **HUB Accounting**

hubacct@uw.edu

#### **Student Accountant**

The student will assist Accounting staff with general accounting responsibilities. Duties include posting to general ledger, reconciling accounts, processing invoices, and acting as courier on paydays.

### **HUB Cashier**

hubacct@uw.edu

#### **Student Cashier**

The student will provide basic cashier and cash-handling services. Duties include accepting payments for HUB services, dispensing student and staff paychecks, running the coin counter, processing end of day Cashier reports, closing the HUB Cashier Office, and preparing event banks for student events.

### **HUB Event & Information Services**

hubres@uw.edu

#### **Customer Service Representative**

Students will provide general customer service and sales for all HUB services located at the HUB Info Desk. Duties include answering questions and providing directions, processing reservation requests using the HUB Event Management System, checking customer requests, generating confirmations, processing payment invoices, processing items through the HUB Lost & Found, preparing for the Monthly Lost & Found Sale, Ticket sales for events, answering phone lines and email.

#### **Event Services Assistant**

Students will set up and tear down furniture, audio-visual equipment for meetings and events in the HUB. Duties include monitoring room usage, managing event staff, completing dispatch duties, setting up tables, chairs, and other equipment, conducting event admission, and monitoring crowd control. Must be physically able to move heavy furniture and equipment.

#### **Graphic Designer**

Student will provide graphic design work for department units, events and marketing campaigns. Duties include meeting with customers, graphic design for print and online mediums, invoicing, and project management.

### **Student Building Manager**

Students are responsible for monitoring all evening & weekend activities in the HUB. Duties include running building operations when full-time staff is off duty, maintaining building security, opening/closing the HUB, operating safe & alarm systems and environmental controls, providing direction and guidance to other student staff and building patrons, responding to and reporting disturbances, maintaining good customer relations and resolving problems with diplomacy and tact.

### **HUB Games**

hubgames@uw.edu

#### **Games Cashier**

Students will provide customer service at the HUB Games counter. Duties include processing cash, Husky card and credit card payments, selling & stocking snacks & beverages, assigning bowling lanes, pool tables, table tennis and video games, check in/out of bowling shoes, pool & table tennis equipment, assisting group reservations and parties, and monitoring the HUB Games area.

### **HUB Tech**

hubtech@uw.edu

#### **Student Web Developer**

Students assist in designing and maintaining various HUB websites and web-based database management systems. Duties include web design & programming (HTML/XHTML, PHP, Javascript, Ajax), MySQL database management, and web graphics/multimedia creation.

### **Student Tech**

Student will provide technical assistance to computers, printers, servers and software in HUB offices. Duties include setup and installation of workstations, computer maintenance and software updates, monitoring Windows 2008 servers, maintaining equipment inventory, logging computer issues and documentation.

### **Resource Center**

source@uw.edu

#### **Student Assistant**

Students provide customer service to student org members who use the Resource Center. Duties include opening & closing the office, stocking supplies, maintaining office equipment, process equipment reservations, check in/out of reserved equipment (tents, tables, chairs). Must be physically able to move heavy equipment.

### **Student Tech**

Student will provide technical assistance to the computers, printers, copiers and software. Duties include installation, maintenance and troubleshooting issues on computer equipment, upgrade computers using Ghost software, monitor servers, install software upgrades, maintain equipment inventory, log computer issues and documentation.

### **Student Activities Office**

sao@uw.edu

#### **Front Office Staff**

Students provide customer service to Registered Student Organizations and SAO staff. Duties include answering phones, filing, distributing mail, RSO banner reservations, copying, and general office duties.