

Form Name: Student Employment Job Description
Submission Time: July 7, 2021 10:31 am
Browser: Chrome 91.0.4472.124 / Windows
IP Address: 199.8.89.253
Unique ID: 832704442
Location:

Job Title	Plex Worker
Department	Athletic Department
Contact Person	Russ Lawson
Title	Coordinator of Recreational Programming
Email	rlawson@huntington.edu
Phone	(260) 359-4289
Federal Work Study Only	No
Number of Positions	15
Start Date	05/23/2022
End Date	05/15/2023
Hours Per Week (10-15 max)	12
Specific Days / Times	mornings, nights, occasional weekend
Wage Rate	8.00
Application Deadline	
Describe the essential functions and duties:	<ul style="list-style-type: none">* Front desk Check-In* Cleaning* Laundry* Game day staff* Communication* Supervision
Required Qualifications	Current HU student Flexible schedule
Proficiency	Microsoft Word Microsoft Excel
Preferred Qualifications:	Work Study eligible

Professional Competencies:

Ability to work in a team structure.
Ability to make decisions and solve problems.
Ability to plan, organize and prioritize work.
Ability to verbally communicate with persons inside and outside the organization.

Appropriate Dress:

HU T-Shirt
Jeans
Khakis
Athletic attire (HU)
Other: Khakis on game days

Student Contact Procedure

Submit Resume
Email

Student Contact Email

rlawson@huntington.edu
