Federal Work-Study Job Description/ School Year: 2017-2018

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Underground Manager</th>
<th>Job No# Available: 2</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Mark Berry, Jr.</td>
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<tr>
<td>Department:</td>
<td>Student Affairs; Office of Campus Life</td>
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<tr>
<td>Location:</td>
<td>The Underground</td>
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<tr>
<td>Contact Information:</td>
<td><a href="mailto:Mark.Berry@wesley.edu">Mark.Berry@wesley.edu</a></td>
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**Job Duties:**
- To assist and facilitate the Underground Student Lounge/Game area.
- Provide customer service to members of the student body utilizing the Underground.
- Provide equipment to Wesley community, track equipment and activities center use.
- Ensure cleanliness and proper utilization of the facility at all times.
- Knowledge of college resources & student involvement opportunities & activities.
- Understand how to effectively use audio visual equipment in The Underground.
- Ensure the safety of Wesley Community by following Student Affairs & College policies.
- Set-up & clean-up for reserved events in The Underground.
- Keeping the schedule up to date.
- Inform supervisor of staffing problems, equipment damage, etc.
- Attend weekly staff meetings, respond promptly to all emails, texts, etc.
- Keep accurate records of time sheets.
- Be an example to all student workers.
- Other duties as assigned.

**Special Abilities/ Skills:**
- Must be physically able to lift approximately 25 pounds of weight.
- Experience in student leadership, clerical work and office support.

**Work Schedule:**
- Hours: Monday-Friday 10am - Midnight; Saturday & Sunday 10am-10pm.
- Individual work schedules will be arranged around the employee’s class schedule.

**Additional Comments:**
- Please apply in the Student Affairs Office.
- Must be available to work 3 to 4 hour shifts and at least one weekend a month.