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

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Underground General Staff</th>
<th>Job No# Available: 15</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Mark Berry, Jr.</td>
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<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:
- Provide excellent customer service.
- Provide a safe, comfortable environment to the Wesley College community.
- Provide equipment to students.
- Ensure cleanliness and proper use of the facility.
- Provide information and directions to students, staff, and visitors when necessary.
- Understand how to effectively use audio visual equipment in the Underground.
- Ensure the safety & security of Wesley by following Wesley College policies & procedures.
- Provide set-ups for reserved events in the Underground & clean-up facilities afterward.
- Act responsibly & professionally as a representative of Wesley College.

Special Abilities/ Skills:
- Be knowledgeable of Wesley College resources, student involvement opportunities, and activities.
- Must be able to physically able to lift 25 pounds of weight.

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.