2015-2016 Work-Study Job Description Form  
University of the Incarnate Word

<table>
<thead>
<tr>
<th>Department:</th>
<th>University Events and Student Programs</th>
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<tbody>
<tr>
<td>Location:</td>
<td>Student Center</td>
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<tr>
<td>Supervisor:</td>
<td>Paul Ayala</td>
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<td>Supervisor Phone:</td>
<td>210-805-5863</td>
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<tr>
<td>Supervisor E-mail:</td>
<td><a href="mailto:peayala@uiwtx.edu">peayala@uiwtx.edu</a></td>
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**Job Title:** Student Center Representative  
**Estimated Hourly Pay Rate:** $7.25

**General Job Description/Qualifications:**

- Assist customers with questions, directions, information, and purchases
- Properly handle cash and check transactions
- Take room counts as directed
- Assist in the administration of surveys
- Assist in setting up furniture and equipment for events
- Ensure that all areas of the Student Center are clear of trash
- Review bulletin boards for items that have expired or are not stamped with approval
- Monitor game room to ensure equipment is being used for intending purposes
- Perform other duties as assigned by the Manager, Supervisors, or other administration

**Specific Skills Required:**
**Supervisors: Please indicate if employee will be required to lift, stand for periods of time, wear closed shoes, uniforms, protective eyewear, etc.**