

VIKING UNION

LOST AND FOUND/VU GALLERY STAFF COORDINATOR

Viking Union Mission:

The Viking Union welcomes and engages students, faculty, staff, and guests in building a diverse community. We continually strive to enhance the Western Experience through supporting student leadership, campus involvement and creative expression, and by providing services and events in our venues.

The Viking Union...Bringing Together the Campus Community at Western Washington University

Position Overview:

The Viking Union provides high quality, student operated services to the campus community that help support the successful functioning of the University. The Viking Union's commitment to experiential education allows student employees to develop self-confidence and practical leadership skills in a professional environment. The position of Lost and Found/VU Gallery Staff Coordinator is a combination of these principles because it is responsible for the management of the Viking Union Lost and Found, the Off-Campus Housing Registry and the supervision of VU Gallery Staff. The primary responsibilities of this position are to:

- Maintain lost and found database and the inventory of all items
- Maintain office hours Monday through Friday
- Contact owners or appropriate departments (if known) of lost items and make arrangements for pickup
- Check with Information Desk and VU Administration Desk daily regarding any lost items that may have been turned in
- Contact campus departments to make sure items are regularly sent to the lost and found
- Coordinate Lost and Found sales as necessary
- Arrange transportation of found items to appropriate charity after 90-day waiting period
- Maintain Off-Campus Housing Registry and For Sale/Wanted and Service Ad Boards
- Hire, supervise, and schedule attendants for Viking Union Gallery
- Serve as a liaison between Gallery Co-Coordinators and Gallery Attendants concerning upcoming exhibits and scheduling needs
- Maintain an environment that reflects the values of the Viking Union
- Carry out other duties as assigned

Qualifications:

As a Lost and Found/VU Gallery Staff Coordinator, the student must exercise effective leadership skills in supporting the mission, policies, and values of the Viking Union. Employees who are successful in this position demonstrate effective interpersonal communication, organizational techniques, and the ability to problem solve within a diverse environment. Students must also demonstrate a solid academic commitment by maintaining at least a 2.0 cumulative GPA and a minimum of 10 credit hours per quarter.

REPORTS TO: VU Operations Manager

WORK TIME: 15 hours per week

SALARY LEVEL: \$9.50 per hour