

VIKING UNION RESERVATIONS ASSISTANT

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

REQUIREMENTS:

Full-time student of WWU (at least 10 credits), basic clerical/secretarial skills, flexibility in working hours, and computer knowledge.

RESPONSIBILITIES:

1. Assist in receiving reservation requests through Virtual EMS, e-sign and e-mail.
2. Mail and distribute reservation confirmation forms.
3. Give general information concerning the policies of reserving space and outlining available services.
4. Run and distribute daily and weekly EMS reports.
5. Assist in the daily filing.
6. Answer phone calls and in-office requests in the absence of the reservationist.
7. Other duties as assigned.

REPORTS TO: VU Event Services Manager

WORK TIME: Fall, Winter and Spring quarters. Up to 15 hours per week to be arranged. Hours needed: 3pm-5pm Monday thru Friday

SALARY LEVEL: \$8.85 per hour

APPLICATION PROCEDURE: See "Hiring Procedures"