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Submission Time:  
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<b>Job Title</b>	Plex Worker
<b>Department</b>	Athletic Department
<b>Contact Person</b>	Russ Lawson
<b>Title</b>	Coordinator of Recreational Programming
<b>Email</b>	rlawson@huntington.edu
<b>Phone</b>	(260) 359-4289
<b>Federal Work Study Only</b>	No
<b>Number of Positions</b>	15
<b>Start Date</b>	08/21/2023
<b>End Date</b>	05/01/2024
<b>Hours Per Week (10-15 max)</b>	12
<b>Specific Days / Times</b>	mornings, nights, occasional weekend
<b>Wage Rate</b>	8.25
<b>Application Deadline</b>	
<b>Describe the essential functions and duties:</b>	<ul style="list-style-type: none"><li>* Front desk Check-In</li><li>* Cleaning</li><li>* Laundry</li><li>* Game day staff</li><li>* Communication</li><li>* Supervision</li></ul>
<b>Required Qualifications</b>	Current HU student  Flexible schedule
<b>Proficiency</b>	Microsoft Word Microsoft Excel
<b>Preferred Qualifications:</b>	Work Study eligible

**Professional Competencies:**

Ability to work in a team structure.  
Ability to make decisions and solve problems.  
Ability to plan, organize and prioritize work.  
Ability to verbally communicate with persons inside and outside the organization.

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**Appropriate Dress:**

HU T-Shirt  
Jeans  
Khakis  
Athletic attire (HU)  
Other: Khakis on game days

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**Student Contact Procedure**

Submit Resume  
Email

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**Student Contact Email**

rlawson@huntington.edu

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