



ANNA MARIA
COLLEGE

Anna Maria College On-Campus Federal Work Study Job Description

50 Sunset Ln.

Paxton, MA 01612

Department/Location:	Student Activities
Supervisor:	Michaela Cartier/Becky Lindley (secondary)
Supervisor Preferred Contact Information:	mcartier@annamaria.edu
Position Title/Classification:	Hub Manager
Positions Available:	2
Hourly Wage:	\$15
Job Description:	Hub Managers oversee The Hub, a social center on campus for students to eat, play games, and socialize with friends. Hub Managers are responsible for maintaining the physical space and equipment, as well as creating an inviting and fun atmosphere through hosting various programming opportunities. Managers will act as a resource for guests of the area, and as a point of contact for those with questions, equipment needs, or other assistance.
Duties Performed:	<ul style="list-style-type: none"><input type="checkbox"/> Manage equipment sign out and keep an accurate inventory of games and other materials<input type="checkbox"/> Oversee the physical space, ensuring a clean and inviting environment, and uphold housekeeping standards<input type="checkbox"/> Oversee and staff bi-weekly Hub Events Series programming<input type="checkbox"/> Assist with other events that are held in the Hub, as needed by event hosts<input type="checkbox"/> Provide quality customer service to all guests entering the Hub, including faculty, staff, students, and other community members<input type="checkbox"/> Enforce proper student conduct and ensure all university policies are being followed



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	<ul style="list-style-type: none"><input type="checkbox"/> Attend all scheduled shifts and staff meetings, unless previously excused<input type="checkbox"/> Maintain professional behavior and appearance while on duty
Specific Qualifications:	<ul style="list-style-type: none"><input type="checkbox"/> Federal Work Study Required<input type="checkbox"/> Strong communication and organization skills<input type="checkbox"/> Able to work independently and take initiative<input type="checkbox"/> Available to work evenings and weekends
Hours/Week:	3-8
Special Application Instructions:	

Dates of Employment (check one):

Full Academic Year

Fall Semester Only

Spring Semester Only

Summer Semester Only

Summer start date:

Summer end date: