

## **HUB MANAGER APPLICATION**

### General Description

HUB Managers play an integral role in the success of the Ram Card and Campus Card Services office by serving as information contacts between faculty, staff, families and departments. HUB Managers are actively involved in assisting the entire community with Suffolk related questions, directions, ticket sales and much more.

### **Qualifications**

1. Currently enrolled as a full-time Suffolk University student and have a cumulative GPA of 2.8 or better
2. Must be a member of the Suffolk community in good standing and not be on disciplinary or academic probation
3. Ability to communicate clearly and effectively in both verbal and written communication, especially with students, parents, faculty, and staff of Suffolk University
4. Knowledge about Suffolk and the community around the University (involvement, etc.)
5. Understand the RAM Card and goals of the Campus Card Services office
6. HUB Managers must be available to participate in training sessions and work collectively as part of a team to prepare for the academic year
7. Experience in customer service or retail field is a plus

### **Responsibilities**

1. Serve as a resource for new students entering Suffolk University. Help develop positive relationships between students, faculty, staff and the community.
2. Oversee ticket, gift card, and stamp sales as well as semester T pass distribution. Maintain an organized daily log of ticket sales on the excel spreadsheets to ensure accuracy of HUB daily operations.
3. Promote activities that educate the community about social and academic events happening on campus. Distribute information regarding programs the Card Services supports such as merchant of the week and weekly challenges. Participate in campus wide events such as Family Weekend, Open Houses, Orientation and Welcome Week.
4. Create posts (Instagram, Facebook, Twitter) for the Ram Card social media accounts.
5. Assist students in library with tasks such as printing or adding funds to their Ram account.
6. All other duties as assigned

### **Remuneration**

HUB Managers are awarded \$4,200 for the academic year. \$2,400 is worked as employment and is paid throughout the year on a bi-weekly basis, contingent on hours worked. The remaining \$1,800 is posted as a grant to your tuition account.

PLEASE STAPLE YOUR RESUME AND WORK AVAILABILITY TO THIS APPLICATION.

All applications should be dropped off at the Campus Card Services Office (5th Floor Fenton Building) or The HUB Desk (Samia Lobby). Due to the time commitment and work expectations associated with the Ambassador/Scholar programs, students are limited to ONE such employment position which carries a grant. Students are permitted to apply to multiple positions, however may only accept one offer per academic year.

## HUB MANAGER APPLICATION

### PERSONAL INFORMATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Last First MI

Suffolk Email \_\_\_\_\_ Student ID \_\_\_\_\_

### EDUCATIONAL INFORMATION

Present Class Standing [ ] First Year Student [ ] Sophomore [ ] Junior [ ] Senior

Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

Cumulative GPA \_\_\_\_\_

Previous Colleges you attended (if any): \_\_\_\_\_

I declare that all information I have provided in this application is correct. I understand that in order to be considered for a HUB Manager position, I am required to participate in all staff selection and training activities.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Suffolk is an Affirmative Action/Equal Opportunity Employer. All applicants must submit a resume and your work availability.**

Please contact Career Services with any questions or if you need any assistance with your resume and cover letter. Career Services phone number: 617-573-8480 or email: careers@suffolk.edu.

**If you have any questions, please email Ram Card at ramcard@suffolk.edu**