



STUDENT EMPLOYMENT APPLICATION

HUB MANAGER

General Description

HUB Managers play an integral role in the success of the Campus Card Services office by supporting and assisting Suffolk community members at one of three Ram Card resource desks across campus. This position is actively involved in the Suffolk community by serving as a valued resource for students, employees and departments. Flexible scheduling is offered to accommodate academic and student life commitments.

Qualifications

- Currently enrolled as a full-time undergraduate student at Suffolk University.
- Must be awarded Federal Work-Study or Student Employment.
- Must be a member of the Suffolk community in good standing and not be on disciplinary or academic probation.
- Ability to communicate clearly and effectively in both verbal and written communication, especially with students, parents, faculty and staff.
- Strong customer service skills and ability to solve problems.
- Demonstrates a positive attitude and willingness to learn.

Responsibilities

- Assist individuals with Ram Card related questions and issues.
- Promote Ram Card perks and benefits across campus.
- Participate in campus-wide activities such as tabling events and campaigns.
- All other duties as assigned.

PERSONAL INFORMATION

Date: _____

Name: _____

Last

First

MI

Preferred name (if different): _____ Pronouns: _____

Suffolk Email: _____ Student ID #: _____

EDUCATIONAL INFORMATION

Present Class Standing: First Year Student Sophomore Junior Senior

Major(s): _____ Minor(s): _____



Cumulative GPA: _____ Previous colleges attended (if any): _____

List all your campus involvement that will contribute to your candidacy.

<i>Suffolk clubs, activities, organizations, offices, awards, honors, etc.</i>	<i>Year(s)</i>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

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

Signature of Applicant

Date

Please email a copy of your completed application to ramcard@suffolk.edu along with your resume and work availability.

Remuneration

This position **requires** Federal Work Study or a Student Employment Award. If you're unsure of your award eligibility, please contact your Financial Aid Advisor. Federal Work Study and Student Employment Awards are subject to approval by the Office of Financial Aid.

Employment Disclaimer

Suffolk is an Affirmative Action/Equal Opportunity Employer. ***All applicants must submit a resume and work availability.*** Please contact Career Services at careers@suffolk.edu for assistance with your resume and cover letter. Please email ramcard@suffolk.edu with any questions.

Suffolk University is committed to providing an environments that advances equal opportunity and is free from discrimination and harassment on the basis of race, color, national or ethnic origin, religion, sex, age, disability, sexual orientation, gender identity, gender expression, genetic information, military or veteran status or any other characteristic protected under applicable federal or state law. This commitment applies to the University's administration of, operation of and access to its academic and non-academic programs, policies and services as well as to its employment policies and practices. (Full policy is detailed on the Human Resources section of the Suffolk University website.)