

JOB DESCRIPTION - STUDENT ORGANIZATIONS SUITE DESK ATTENDANT

JOB SUMMARY: The goal of the Student Organization Suite is to provide opportunities for students to engage in meaningful activities and experiences with student organizations and student leaders on campus. As such, the Student Organization Suite Desk Attendants will offer assistance and support to student organizations and the Assistant Director of Student Activities and Volunteer Programs. This includes administrative and clerical tasks. This position requires excellent communication skills due to daily contacts with students and administration. This position requires quick thinking and the ability to work independently, as well as a member of the Union office team.

To apply for this position, [click here](#).

SUPERVISION: This position reports directly to the Assistant Director of Student Activities and Volunteer Programs.

HOURS: Desk hours in the Student Organization Suite will be from 4:00pm until 10:00pm daily.

QUALIFICATIONS:

- Computer knowledge in operating basic window-based programs, such as Word, Excel, and Publisher.
- General computer skills are needed to provide assistance, when able, to students using suite computers.
- Dependability - follow through
- Attention to detail and ability to accept direction
- Punctuality
- Positive image and tidy appearance
- Flexibility
- Above average telephone skills are required.
- Excellent interpersonal skills and above average customer service skills will be essential, due to the variety of students served.
- Maintain a minimum semester and cumulative G.P.A. of 2.0.

RESPONSIBILITIES:

- Provide accurate information to questions, both from telephone requests and visitors to the Harre Union, about the University and the Union and all of their programs and services.
- Be an available resource for student organizations regarding program planning, coordination, and navigation of institutional procedures.
- Assist with administrative tasks; specifically filling, copying, and distribution of mailings.
- Serve as a liaison between suite tenants and the Assistant Director of Student Activities and Volunteer Programs.
- Prioritizing daily work.
- During the academic year, this is a fast-paced office.
- Will need to handle multiple tasks, as well as dealing with unexpected tasks as they arise.
- Assist with specific projects as requested by the Assistant Director of Student Activities and Volunteer Programs.

- Attend all scheduled meetings and training sessions.
- Other general office duties as assigned.

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