



INFORMATION DESK ATTENDANT

Job Summary: The Howard Gittis Student Center Information Desk is the hub of information for the campus community. The Attendant is primarily responsible for providing information to customers, maintaining the Lost & Found and Poster Display Policies, and other services.

Supervision: This position reports directly to the designated Supervisor. Cross-supervision is provided by other full time staff.

Responsibilities include, but are not limited to:

- Master building policies and procedures and enforce as appropriate
- Be aware of event schedule and building activity
- Accurately address inquiries about the University, Student Center and all of their programs and services/activities. Research unfamiliar information when necessary.
- Maintain Transportation Station and provide customers with transportation information.
- Assist customers with posting policy forms and maintain poster displays in the Student Center Atrium
- Manage Vendor Program by ensuring organizations sign- in. Set up tables and monitor activity in the atrium.
- Maintain Lost & Found
- Attend mandatory meetings, trainings, events and complete in-service curriculum requirements
- Perform other duties as assigned

Qualifications:

- A cumulative and term GPA of 2.5 or better at the time of application. A per semester GPA of 2.5 or better must be maintained throughout employment.
- Open availability during weekdays, evenings and weekends

Schedule: This position requires availability during early mornings, late nights, weekends and during some breaks. Typically, Information Desk Attendants will work 10-25 hours per week. At no time should any student employee work overtime without prior approval from their supervisor.