



### **Position Description Front Desk Student Assistant**

**Position Overview:** The Office of Finance and Administration is currently accepting applications for the position of Front Desk Student Assistant. Due to COVID precautions, the building remains keycard accessible only and in-person events will be limited.

#### **Position Responsibilities:**

- Greeting personnel, vendors, and guests; making sure all visitors sign-in and provide contact information.
- Enforcing building policies sometimes as the only liaison between CTS and outside visitors.
- Answering the CTS main line system and voicemail and transferring appropriately.
- Responsible for key sets during length of shift, unlocking rooms as needed.
- Maintaining building and telephone directories.
- Receiving, processing, and delivering incoming/outgoing mail and packages.
- Ordering and distributing office supplies as needed and maintain supply stock.
- Completing a building report, including capturing the number of people on site and any tasks finished during your shift.
- Completing a building walk-through during your shift, keeping an eye out for any safety hazards or items out of place.
- With training provided, assist in emergency procedures in the building, such as evacuation, fire, severe weather, etc.
- Some light disinfecting of various spaces of the building as needed, such as classrooms and common areas on the first, second and third floors (supplies and gloves provided).
- Distributing masks, disinfecting supplies and sanitizer as requested.
- Maintain tidiness of Front Desk area.

#### **Additional Responsibilities:**

- Providing information and assistance to visitors.
- Occasionally running errands or picking up supplies (mileage reimbursable).
- Reporting any building issues to the Director of Facilities via email/phone.
- Making calls and gathering information about external event leads as needed.
- **Employees require good communication skills and flexibility. This position also requires extreme reliability and accountability.**

#### **Position Qualifications:**

- Pleasant and hospitable personality with excellent communication skills.
- Punctuality is important.
- Ability to run/troubleshoot audiovisual equipment alone or learn to do such tasks.
- Secure areas and keep track of equipment
- Able to work with a wide range of personalities.
- Flexible and adaptable to evolving situations and new procedures.

- Extremely reliable and accountable, including ability to work with minimal supervision.
- Takes direction well.
- Be a self-started and a problem solver – including actively finding work to be done.
- Ability to stay calm under pressure while processing multiple tasks.
- Safety and maintenance experience, preferably in a business setting is helpful.
- First Aid and/or CPR/AED certification preferred

**Work Schedule and/or approximate numbers of hours:**

- Position starts at 5-10 hours per week but may vary depending on the events schedule, availability and skill level.
- Typical shifts are 9am - 1pm and 12:30pm - 5pm Monday-Thursday.

**Reports to:** Director of Facilities and External Events

**Pay rate:** \$15/hour

**Term:** Fall 2021 – Summer 2022

Click [HERE](#) to apply.

*To ensure that as many students as possible have the opportunity for employment, student workers must reapply for each position for each term. There is no guarantee of being rehired. Rehiring is also based on prior performance, qualifications, and availability.*