

DEPARTMENT OF CAMPUS LIFE DESK ATTENDANT



DESCRIPTION

Desk Attendants assist with the day-to-day operations of the James M. Baker University Center, Student Activities Center and Game Room desk(s). This responsibility includes directing and assisting patrons, answering general questions and issuing equipment in the Game Room. In addition, Desk Attendants assist with maintaining facility aesthetics. This is a part-time position with a maximum of 19.5 hours per week.

RESPONSIBILITIES

1. Greet and assist James M. Baker University Center and Student Activities Center patrons.
2. Answer and transfer telephone calls.
3. Issue equipment as outlined by department policies.
4. Complete financial transactions (i.e. Game Room equipment rental, etc.) as outlined by department policies.
5. Enforce all facility and Game Room policies as needed.
6. Assist with maintaining facility and Game Room aesthetics.
7. Assist with general desk duties as assigned (i.e. respond to radio and email correspondences, maintain cleanliness of desk area, etc.).
8. Other duties as assigned by supervisor.

KNOWLEDGE OF

- Clayton State University general policies and procedures
- Clayton State University history
- Available Clayton State University resources (e.g. academic areas, services, administrative offices, etc.)

SKILLS

- Ability to communicate effectively in English, both orally and in writing
- Ability to interact effectively with individuals from diverse backgrounds
- Ability to function independently
- Exercise independent judgment and decision-making
- Prioritize work assignments and work under general supervision