

Job Title
Office/Department
Location (Building)

Front Desk Supervisor
Athletics
Multi-Sport Center

Length of Employment
Job Wage Rate or Range
Position Summary

Academic Year
7.25
Supervising/monitoring of Sport Center during open hours by students, faculty/staff and Hilltop Fitness members

Principal Duties and Responsibilities

Supervision of building

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

CPR certification required

Expectations

Must be able to monitor/supervise the building and at times confront individuals using the building for security/safety reason.

Working Conditions

Indoors. Sitting at front desk and monitoring the building every 15 minutes

Other