

**Job Title**  
**Office/Department**  
**Location (Building)**  
**Supervisor**  
**Length of Employment**  
**Job Wage Rate or Range**  
**Position Summary**

Commons Assistant Manager  
Student Life  
Commons  
Carol Stock  
Full Academic year  
\$8 per hour  
Supervise Commons Assistance

**Principal Duties  
and Responsibilities**

- Being a contact person for big events: Be the point person/contact person for CA's on duty (solving problems such as questions about setup, people not coming in for their shift)
- Help with individual training of the CAs on the reservation computer.
- One of the two managers will be on-call for big events that happen at night or on weekends.
- The CA Supervisor would carry a beeper that could be paged if anyone working the Info Desk had any questions..

**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**

- At Least one year of Experience at the Info Desk
- Above average knowledge of Info Desk procedures
- Demonstrated affective customer service ability

**Expectations**

**Working Conditions**

Office

**Other**