

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

Commons Assistant
Student Life
The Commons
Carol Stock
Full Academic Year
\$7.25 per hour
Maintaining a presence at the information desk that includes answering questions, phones and event setups.
Staffing the desk
Answer the phones and switchboard
Do setup and tear down for special events.

Principal Duties and Responsibilities

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

Good interpersonal skills, likes to help people, Knowledge of campus is helpful but not necessary.

Expectations

To show up when scheduled and perform duties as assigned.

Working Conditions

Office setting

Other