Job Title: Access Desk Assistant
Department: Ucen Marketing
Reports To: Jill Singletary
Rate Of Pay: $13.50 Per Hour

The Access/Information Desk Assistant will produce the Access Card, the campus identification card, and will answer questions concerning the Access card, the UCen, the campus and the community. The assistant will be expected to serve customers in a polite, professional, and timely manner. Computer experience is preferred. The Assistant works a minimum of five hours per week and a maximum of 19.5 hours per week. Typical hours of operation are 10:00 am to 4:00 pm, Monday through Friday. Student employee is responsible for maintaining and approving their electronic timecard each pay period.

Schedule
Applicant MUST be able to work the week after graduation, during summer Orientation (Monday and Thursday 7:30am-3:00pm plus Tuesday and Friday 10:00am-2:30pm), as well as two weeks before Week of Welcome through the start of school. Some Saturday shifts required.