Desk Receptionist – Residence Halls

**Desk Receptionist Position Responsibilities:**
- Greet residents and guests of the hall
- Assist in facilitating guest registration
- Serve as a resource to students and guests by answering questions, taking messages, posting signs, etc.
- Facilitate equipment checkout
- Sort and distribute mail
- Assist students with documenting/submitting a work order
- Keep front desk environment organized and clean
- Perform other duties, as assigned by the desk manager or hall director

**Desk Receptionist Position Requirements:**
- Good communication skills
- Positive, friendly attitude
- Enthusiasm
- Patience
- Need to be courteous and knowledgeable when providing services to students and guests
- Willingness to learn
- Must be willing to work nights and weekends

*Applicants with work study money are given first priority for desk receptionist positions.*