

Desk Assistant-Residence Halls

Position Description

Department of Residence Life • Division of Student Affairs • University of Wisconsin-River Falls

Title: Desk Assistant-Residence Halls
Department: Residence Life
Reports to: Area Desk Manager
Appointment: Academic year 2008-09. Tentative start date of August 26, 2008 and tentative end date of May 16, 2009.
Classification: Level 1
Remuneration: Hourly wage: \$7.00 per hour, averaging 5-10 hours per week.

Position Summary

The Desk assistant contributes to and helps develop community among hall residents. The Desk Assistant is responsible for the front desk operation of a particular hall/area, specifically receptionist duties, check-in and out procedures, building security, mail sorting, cash handling, and assisting residents, staff, and visitors at the Residence Hall front desk. This position is part of the Department of Residence Life in the Division of Student Affairs and requires evening and weekend hours.

Responsibilities

- A. Serve and assist residents, staff, and guests, with a sincere desire to help others. Greet and direct visitors of facility.
- B. Provide for residence hall security and demonstrate mature judgment in reporting damages, utility or equipment failure, and emergency maintenance or custodial needs as stated in the "Desk Manual."
- C. Develop positive working relationships with residents, area desk staff, RAs, Hall Manager and Area Desk Manager.
- D. Assist with administrative tasks as directed by the Area Desk Manager.
- E. Keep the Area Desk Manager and Hall Manager informed of concerns expressed by desk staff and residents that are related to the residence hall operation.
- F. Remain familiar with check-in and out procedures.
- G. Sort mail and follow appropriate mail handling procedures.
- H. Accept additional responsibilities as appropriate by the Area Desk Manager and Residence Life.
- I. Read and be familiar with all information contained in the Hall Duty binder and Read Me Binder.

Qualifications and Conditions of Employment

- A. Must be enrolled as full-time student, 12 credits or more, during the period of employment.
- B. Maintain a minimum cumulative grade point average of 2.0 or higher before and during employment.

Interested candidates must submit a completed application packet, a letter of application and personal resume to:

The Recruitment and Selection Committee
Involvement Center
410 S. 3rd Street
River Falls, WI 54022-5001

All application materials must be received by 12:00 p.m. on Friday, February 15, 2008.