

Alverno College
Student Employee Job Description

Position Title: Student Desk Receptionist **Date:** Academic Year 2023-2024
Department: Residence Life **Status:** Student Employment
Reports To: Director of Residence Life **Salary:** Hourly

<u>Primary Function:</u>	To assist in maintaining safety and security in the Residence Halls. To perform receptionist, clerical and special project work as assigned. This is a part-time day, evening, and weekend position during the academic year. Applicant must be an Alverno resident.
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Principal Responsibilities

1. Provide services and support in cooperation with the Community Advisor (CA) and Campus Safety staff.
2. Communicate emergency housekeeping and maintenance needs to appropriate staff members.
3. Be aware of activity on the Security monitor at all times, reporting anything suspicious to appropriate staff members.
4. Sort, log, and deliver all mail and packages turned in to the reception desks.
5. Enforce all guest visitation policies including checking-in guests and overnight visitors (provide overnight parking passes when needed).
6. Log appropriate communications with other receptionists, Security, and CA staff members as necessary, to ensure smooth operation of the Residence Hall reception desks.
7. Greet all residents, guests and visitors.
8. Answer reception desk phone, take accurate messages, and distribute appropriately and in a timely fashion.
9. Check out items available to residents for loan with an ID.
10. Provide accurate resource information as needed.
11. Complete daily tasks, as well as special projects, as assigned.
12. Facilitate fire emergency procedures in the Residence Halls to include building evacuation and communication to necessary College staff and emergency personnel.
13. Maintain neat appearance of reception desks and lobby areas.
14. Complete and forward all forms turned in at the reception desks appropriately (e.g. Incident Reports, Work Requests, etc).
15. Complete and submit all required paperwork on time (e.g. self-assessments, confidentiality forms, etc).
16. Check email and SLACK group communication system daily for updates, e-training sessions, and reminders.
17. Maintain open communication with supervisors.
18. Consistently use any of the Alverno eight abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
19. Comply with safety procedures and maintain clean and orderly work areas.
20. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Student must be in good academic standing as defined by the College.
3. Must be free to attend a one day training prior to the start of each semester.
4. Must be registered for classes one week prior to our training sessions.
5. Must be an on campus resident during employment period

Notes

- **Please attach your resume to the application**
- Click [HERE](#) to complete your application.
- Must be free to attend trainings one week prior to the start of each semester.