Towson University
Event & Conference Services

INFORMATION DESK ATTENDANT
West Village Commons

Supervisor: Beth Dishner
Starting Salary: $10.10 per hour
Hours: 10-12 hours per week
Dates of Employment: Monday – Friday 9am-12am

Job Summary:
• Greet students and guests in a courteous/professional manner.
• Assist students and conference attendees in locating assigned meeting space or buildings throughout campus.
• Communicate pertinent information to the Supervisor.
• Collect and record lost items.
• Perform other duties as assigned.

Shifts:
• Hours available when the position is accepting applications are Monday through Friday 9am-12am

Minimum Qualifications:
• Must be able to communicate with guest in clear language
• Must be able to interact with students and guests in a courteous, professional manner.
• Thorough knowledge of the Towson University campus and surrounding community.

How to apply:
Handshake
Complete the Student Employment Application on Handshake and submit it through the website along with a copy of your class schedule or print it, complete it, and attach your class schedule and drop them off to the Information Desk on the 1st floor in West Village Commons.