Supervisor: Beth Dishner
Starting Salary: $11.35 per hour
Hours: 10-15 hours per week usually
Dates: Fall and Spring semesters

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.
- Manage Lost and Found inventory.
- Perform other duties as assigned.

Shifts:
- Possible hours available for this position are Mondays - Thursdays between 9am-11pm, Fridays between 9am-12am, Saturdays 3pm-12am, and Sundays between 11am-11pm. These hours would be assigned for every week during the semester except for holidays. Shifts typically run 3-5 hours at a time.

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:
Go to the Towson University website: Handshake

Complete the Student Employment Application attached in the job posting on the Handshake website, and email it to bhdishner@towson.edu, along with a copy of your class schedule.

*West Village Commons Information Desk is located on the 1st floor of WVC. The contact # is 410-704-6666.