University Union
Information Desk Attendant Job Description

Supervisor: Joe Sabbat

Starting salary: $7.75

Hours per week: Approximately 10

Availability: Monday-Friday 10am-8pm

Job Summary:
- Serves as the point of contact at the Information Desk. Interacts directly with staff, students, clients and visitors.
- Provide accurate information and answer questions by telephone and visitors at the Information Desk.
- Log lost and found items using SharePoint system, and sign out borrowed items to students and staff.
- Interact with event staff, housekeeping, and maintenance on a daily basis regarding building issues as needed.
- Make table reservations for departments and student organizations.

Qualifications:
- Must be dependable and personable.
- Must be able to work additional shifts when needed.
- Must be able to multitask.

Experience:
- Customer service experience preferred.
- Knowledge of the University Union and campus a plus.