Towson University
Event & Conference Services
Summer Conference Housing

Position: Front Desk Attendant
Starting Salary: $8.25 per hour
Hours per week: 18-30 hours per week
Availability: Days, Evenings, Weekend, Holidays
Supervisor: Brandon Holley
Dates of Employment: Summer 2016 - End of May through the second week of August

Job Summary:
- Greet conference guests in a courteous/professional manner. Interact with conference coordinators and attendees responding to guest's questions and concerns
- Assist guests in check-in/check-out, assuring all guest sign in/out room keys and accurately issue room keys
- Assist conference attendees in locating assigned meeting space throughout campus
- In case of emergency, contact maintenance staff, housekeeping personnel or TU police
- Accurately complete daily shift reports
- All Front Desk Attendants will be required to work a minimum of 12 Towson University and High School graduation shifts
- Perform other duties as assigned

Shifts:
- All shifts available are six (6) hours in length
- Shifts available are: 6:00am-12:00pm, 12:00pm-6:00pm, 6:00pm-12:00am, 12:00am-6:00am
- You will be assigned a primary shift and a secondary shift so that most of your shifts are only during those times
- Must be able to work a minimum of 4 shifts per week

Housing:
- Free on campus housing is available for the summer for all Summer Conference Housing Staff who work a minimum of 3 shifts per week.

Minimum Qualifications:
- Must be able to work as a team
- Applicants should have an outgoing, energetic personality
- Customer Service background is strongly preferred
- Must be able to communicate with guest in clear, fluent English
- Must be able to interact with guests in a courteous, professional manner
- Thorough knowledge of the Towson University campus and surrounding community

NOTE: Front Desk Attendant may register for maximum of two courses per summer, one each during the first and third or second and fourth summer sessions. Courses may not overlap. E&CS does not cover the cost of summer classes during employment.

How to Apply:
- Complete the online Student Employment Application. You may attach your resume.
  http://fusion.towson.edu/www/AdminandFinance/auxServices/EventConf/index.cfm

Towson University is in compliance with Federal and State regulations regarding nondiscrimination on the basis of race, color, national origin, religion, sex, marital status, age, political affiliation, veteran status, condition of handicap, or other prohibited reason. The University does not discriminate on the basis of sexual orientation. For further information, contact the TU Office of Fair Practices or the 504 Officer, 410-704-2000.

Last updated: 8-5-15