Position Profile for
SCH Front Desk Attendants

Event & Conference Services
FRONT DESK ATTENDANT
Summer Conference Housing Program

Supervisor: Brandon Holley

Starting Salary: $8.75 per hour

Hours: 24-30 hours per week

Dates of Employment: Summer 2017 - End of May – 2nd 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. Assure all guest sign in/out room keys and accurately issue room keys.
- Assist conference attendees in locating assigned meeting space throughout campus.
- Communicate pertinent information to Staff Supervisor.
- In case of emergency, contact maintenance staff, housekeeping personnel or TU police.
- Routinely prepare appropriate packets for guest check-in/check-out.
- Accurately complete daily shift reports.
- 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
- Must be able to work a minimum of 4 shifts per week
- Must work at least 12 Towson University and High School Commencements (will be approximately 6 shifts)

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 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.
- Ability to climb stairs and ride elevators. Ability to lift objects weighing up to 50 pounds.

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

NOTE: Desk Staff 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.

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