Position Overview:
The Student Personnel Manager will oversee the Reception Desk Attendants. The SPM will complete daily file maintenance, assist with on-boarding and off-boarding student employees, assist with facilitating information sessions and tabling events, and general office clerical work. This person reports to the Coordinator-Student Personnel.

Position Duties and Responsibilities:
- Assist with hiring Reception Desk Attendants through group activities and/or group interview sessions.
- Training and development of Reception Desk Attendants specifically assist in the Management of the Reception Desk.
- Serving as a resource for program area supervisors and Reception Desk staff.
- Input bi-weekly payroll information, update budget worksheets and submit payroll changes
- Manage accountability point system, and process accountability sheets
- Maintain uniform inventory and distribution requests
- Communicate and uphold all Campus Recreation policies and procedures.
- Support office initiatives; to include event promotion and program support
- Provide training and co-lead in services for Guest Services Attendants.
- Other duties as assigned

Qualifications:
- Available to work 15-20 hours a week
  o Monday – Friday: 8:00 am - 5:00 pm
- Availability to work summer is preferred.
  o Will create training materials for August training
  o Will provide training for any summer new employees
- Advance knowledge of with Microsoft Office Suite
- Be able to handle conflict and hold others accountable
- Highly organized and able to keep personnel confidential
- Have effective written and oral communication skills
- Ability to manage long and short-term projects
- Possess excellent time management skills in order to meet deadlines

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