



## Job Position Description

**Title:** Student Center Team Assistant

**Department:** Student Center

**REPORTS TO:** Student Center Manager

**PURPOSE:** Under direct supervision of the Student Center Manager, performs the full range of multi-functional clerical/operational duties in the Game Room, Bulldog Card Office and the Student Center 3<sup>rd</sup> Floor Front Desk.

### **DUTIES & RESPONSIBILITIES:**

- Receive and direct incoming calls and visitors. Responds to general inquiries requiring research or interpretation of relevant departmental policies and procedures.
- Operates office equipment such as multi-line telephones, personal computers, facsimile machines, and photocopiers.
- Physically required to assist in event set-ups, support and breakdowns.
- Assist in the operation of the ID Card System (takes photos, print identification cards, research Bulldog Card transactions etc.)
- Assist with event ticket sales and or event sale operations (football\basketball games, theatre events, SGA events)
- Assist with setups for audio and visual equipment and room arrangements for meetings, also assist in running of Student Center related Programs. Performs other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Working knowledge of Word, Excel, email and internet. Ability to effectively deal with deadlines to prioritize. Excellent organizational skills as required. Ability to communicate effectively.

### **CONDITIONS OF EMPLOYMENT:**

- Evening and weekend work required as needed.