Federal Work-Study Position Available

Today’s Date: July 2011

HIRING DEPARTMENT: Campus Center

DESIRED START DATE: Fall 2011

EMPLOYMENT HOURS: up to 20 hours a week

JOB POSITION TITLE: Information/Leo’s Den and Services Desk Attendant

JOB DESCRIPTION & DUTIES:

As an attendant to the Information/Leo’s Den and Service desk, you will be responsible for general duties such as answering phones, handling walk-in inquiries, taking messages and monitoring the games area/lounges. You will participate in Information/Leo’s Den and Services involvement in ULV promotional efforts such as Club Fair, Welcome Week, and more. You will be responsible for the sale of discounted tickets to area attractions and programs which include cash handling, recording and verifying logs, and cash register operations, along with maintaining amusement park databases, binders, and files, and assisting in the preparation of the Commercial Services annual report. You will also be responsible for managing and coordinating the checkout of laptop computers, coordinating the ULV lost and found. This includes maintaining log sheets, and reporting any damaged or malfunctioning equipment or furnishings to a Student Manager.

Students must be able to count and handle large amount of coins, currency and maintain an inventory of tickets. Experience with cash handling and cash register operations is preferred. A working knowledge of computer programs, such as Excel and Word, and computer operations is desirable.

SUPERVISOR’S NAME: Jim Brooks

SUPERVISOR’S CONTACT INFO: jbrooks@laverne.edu or (909) 593-3511 ext. 4913