

UNIVERSITY of
NORTHERN COLORADO



University Center Operations

POSITION DESCRIPTION

- I. **Title:** Desk Assistant
- II. **Supervisor:** Assistant Director of Operations
- III. **General Description:**
Provide optimal assistance and accurate information to students, faculty, staff, guests and the community regarding activities, services, programs, resources and locations at the University Center, University of Northern Colorado and the Greeley area.
- IV. **Responsibilities:**
- Represent UNC and the University Center in a positive and professional manner.
 - Establish communication channels with University and community organizations.
 - Maintain the safety and security of the Information Desk and the University Center through sound judgement and action, by having knowledge of all procedures and policies.
 - Assist the general public in a courteous, tactful and informative manner.
 - Act as a receptionist for University Center Administration offices as required. Answers telephone, takes messages, gives information and directions.
 - Maintain appearance of the area.
 - Attend scheduled staff and assigned conference group meetings.
 - Communicate policies and procedures to customers and University employees.
 - Other duties as assigned.
- V. **Time Commitment:**
This is a part time position with varied work hours including evenings and weekends.
- VI. **Conditions of Employment:**
- Employment dates are year round including scheduled University breaks.
 - Must demonstrate the ability to work with diverse groups.
 - Maintain satisfactory performance of duties within University guidelines.
 - Maintain an acceptable grade point average (2.0 for both term and overall).
- VII. **Remuneration:**
- Beginning wage is \$6.85/hr.
- VIII. **Application Process**
- For application information, contact the Information Desk located in the University Center, (970) 351-2007.
 - Include a resume with the application.
 - Applications may be submitted to the Information Desk and will be kept on file for one academic semester.
 - Direct questions to the Assistant Director of Operations (970) 351-1307.