

## Information Desk Assistant

Assist with staffing the front desk of the Center for Ethics and Religious Affairs (CERA) and meeting/greeting visitors and guests. Answer telephones and assist with posting and removing advertisements on CERA bulletin boards. Support CERA staff by performing general office duties and be knowledgeable of CERA and Pasquerilla Spiritual Center events, services, and activities.

**Other duties:** Assist with program logistics, program staffing, and event day errands as needed on occasion. Assist with miscellaneous projects as needed.

### Requirements

Applicants must possess the following skills:

- Possess Federal Work Study funding;
- Be responsible, punctual and reliable;
- Have excellent communication and customer service skills, including a willingness to be friendly, helpful, and outgoing in assisting visitors;
- Be comfortable working in a multi-faith facility, maintaining an open mind about different faith systems;
- Enjoy working in a team environment;
- Possess knowledge of computers, including knowledge of MS Office programs as well as the Penn State website calendars; and
- Be able to attend CERA student assistant training at the beginning of the semester.

### Schedule Availability

- Must be available to work between 8-10 hours per week.
- Must be available to work evenings and weekends.
- Work schedule will be determined by the CERA Scheduler based on course schedules, seniority, and prior performance of student assistants.