

## **Reception Desk Assistant**

Assist with staffing the front desk of the Paul Robeson Cultural Center and meeting/greeting visitors and guests. Answer telephones and assist with posting and removing advertisements on PRCC bulletin boards. Maintain an accurate visitor count at the front desk. Support the senior staff by performing general office duties. Serve as a tour guide for the facility. Desk assistants must keep informed of events and activities of the PRCC/campus.

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

### **Requirements**

- ✓ Must be responsible, punctual and reliable
- ✓ Must have excellent customer service skills including a willingness to be outgoing in assisting visitors and friendly.
- ✓ Computer and creative skills are desirable including knowledge of MS Office programs
- ✓ Knowledge of PSU website calendars
- ✓ Must be able to attend PRCC 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 occasional evenings and weekends as needed
- ✓ Work schedule will be determined by the Assistant Director of the PRCC based on course schedules, seniority, and prior performance of student assistants.