

## Work Study Job Description

<b>Job Title</b>	Student Receptionist
<b>Department Name</b>	UW Tacoma Academic Advising Center
<b>Job Location</b>	UW Tacoma
<b>Pay Rate</b>	\$10.00 - \$10.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	Lorraine Dinnel
<b>Phone Number</b>	253-692-4355
<b>Email Address</b>	ldinnel@uw.edu
<b>Website</b>	
<b>Box Number</b>	358415

### Nature of Organization

The Academic Advising Center is a professional office setting serving undergraduate students who seek advising from Academic Advisors. The Student Receptionist is the first point of contact for students, faculty, staff, and community members.

### Duties and Responsibilities

1. Greet visitors to the Academic Advising Center and identify ways in which they can be assisted
3. Assist students to schedule appointments and check-in students as they arrive for appointments using the online scheduling system
4. Assist in planning, publicizing and implementing Academic Advising Center activities and programs
5. Respond to telephone and email inquiries from students, faculty and staff
6. Maintain Academic Advising Center lobby
7. Assist in AAC Assessment – run reports and send survey email to students
8. Attend and actively participate in staff meetings and trainings
9. Other duties as assigned

### Minimum Qualifications

1. Professional or personal interest in advising/student development
2. Excellent organization, written and oral communication skills
3. Strong customer service orientation
4. Excellent communication and interpersonal skills; ability to use tact and diplomacy in working with students, coworkers, supervisors and others in a friendly, courteous manner both face to face, via email, and on the telephone
5. Yearlong commitment preferred
6. Experience with Microsoft Word, Excel, and Publisher

### **Educational Benefits**

On-campus employment encourages students to become better acquainted with faculty, staff and other students, leading to greater student persistence in their studies and increasing overall University retention. In the AAC, student reception staff hone time management skills, gain career-related experience, realize capabilities and talents, acquire self-confidence, and network with others. These are necessary skills for both academic and career success.

### **How to Apply**

Review position: <http://www.tacoma.uw.edu/administrative-services/human-resources/student-employment>

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Job Number: TACO11 | Job Class: 0875 | Category: Office & Administrative | 51% Comp. To Classified: y |  
Program: Federal