

JOB TITLE:	RECEPTION DESK ASSISTANT
Department:	Business and Accounting
Location:	MTAC
Supervisor Name:	Rafic Sinno
Supervisor Phone Number:	563-589-3193
Supervisor Email:	rsinno@dbq.edu
Duties and Responsibilities:	<ul style="list-style-type: none"> • Provide coverage for walk-in traffic at reception desk during normal business hours • Coordinate student requests to meet with professors • Assist in facilitating campus student visits • Represent the department in a professional manner <ul style="list-style-type: none"> ○ Provide professional telephone support at the reception desk ○ Provide quality customer service to students and professors ○ Performs duties in a manner that assures security of confidential and/or sensitive information ○ Maintain reception desk area in the department • Produce class materials for professors • Assist with the daily mail collection and distribution • Update internship/job board • Update electronic signage (TV Display) • Perform other duties as assigned
Classification	None
Purpose or Role within the Organization:	To provide operational support for the Department of Business and Accounting
Rate of Pay:	Minimum Wage
General Qualifications:	Must be enrolled at least half-time. Non-business and non-accounting majors preferred. Available work hours: First Shift: 7:30 AM to 11 AM. Second Shift: 11 AM to 3:30 PM.
Length of Employment:	Fall Term
Evaluation Procedures & Schedules:	Work studies will be evaluated based on their professionalism including punctuality, representing the department professionally to students and visitors, and timeliness in completing assigned tasks.