



STUDENT LABOR POSITION DESCRIPTION
Most Recently Updated March 2004

Position Title: Information Center Clerk

Must Work 10 hrs/wk.

1 Grade Level: 2-3

2a Description: The following are the essential duties for an Information Center Clerk in the Campus Life Department:

- a. Serves as a first contact for Alumni Building guests and ensures that Alumni Building and College policies are followed
- b. Collects and disseminates campus information to those who call the Information Center or visit the Alumni Building
- c. Completes regular building rounds to check security, lock/unlock doors, have contact with building users, and to ensure compliance with policies
- d. Accepts responsibility for program safety and building security and completes incident report forms as needed
- e. Assists in daily departmental needs as time permits
- f. Performs other job-related duties as assigned

2b Description: the following are *possible additional* duties for this position:

- a. Assist, in conjunction with Information Center team, with maintaining the appearance of the front foyer of the Alumni Building and the V-12 Lounge
- b. See that the workplace and environs are clean

3 Learning Opportunities:

- a. Labor meetings/training
- b. Cross-training with other department teams
- c. Interaction with the diverse groups of people who patron the Alumni Building
- d. Voluntarily participating in activities sponsored by this department

4 Basic Qualifications

- a. General: Communication
- b. Skill: Organizational
- c. Physical: N/A
- d. Academic: Strong standing

5 Desirable Qualifications:

- a. Ability to be assertive with peers
- b. Sensitivity to total student population
- c. Ability to follow detailed building procedures, including being able to remain calm in an emergency
- d. Ability to adapt to a highly structured work schedule which may include early morning, late evening or weekend demands

6 Narrative Summary:

An Information Center clerk should have an awareness of the Alumni Building and the Campus Life Department functions, policies and procedures.

