

WORK-STUDY JOB DESCRIPTION ANNOUNCEMENT
Front Desk Assistant (Advising Center)



<i>Department</i>	Advising
<i>Campus & Location</i>	Centre Tech Campus
<i>Supervisor Michelle Jaramillo</i>	<i>Phone 303-340-7091</i>

General Description

The front desk assistant supports the Advising Department (Pathway Advising and Career Services). The front desk assistant will be the first point of contact for students and will work to support the advising team by guiding students to the resources and services that best meet their needs.

Duties & Responsibilities

- Greet, welcome, and assist students with general information and resources
- Direct students to appropriate pathway advisors, departments and resources
- Answer Incoming Calls, responding to voicemail and e-mails
- Schedule advising appointments
- Send post-appointment surveys to students
- Assemble materials for new student folders, workshops, employers and communities
- Organize, maintain and stock materials in the advising office
- Assist with other duties as needed

Qualifications

- Excellent communications skills
- Comfortable talking with others on the phone and in- person
- Positive and supportive attitude
- Respect for diversity and inclusion of others
- Ability to work productively on a team
- Work-study eligible

Number of Hours Per Week | 20