

## ***Student Assistant Job Description Tisch Desk Team***

### **Position Summary**

The Danforth University Center Student Assistant serves as a point of contact and information for those using the building for events and activities. The Tisch Desk team's primary responsibility is communicating about and staffing the events and activities happening in the building.

### **Primary Tasks**

- Serve as first point of contact for building users in person or over the phone concerning wayfinding and general information regarding building and campus happenings
- Record/Communicate problems or suggestions about the building
- Assist with events in Tisch Commons, the Orchid Room, and other Danforth University Center Spaces
- Fireplace management during working hours
- Zone management as defined by desk area, including building opening and closing procedures
- Manage the Danforth University Center lost and found system
- Set up and staffing of Tuesday Tea
- Complete other duties as assigned

### **Event Space Management**

- Monitor DUC banner reservations and hang/remove banners as needed
- Monitor student organization table use
- Tidy and straighten the Commons as needed
- Open and close the Orchid Room
- Manage the music in Café Bergson

### **Training and Supervision Received**

All DUCSA's are required to attend a comprehensive training at the beginning of the semester and DUCSA monthly meetings thereafter. All new student employees must complete a series of training modules in the spring as a condition of their hire. The Danforth University Center Tisch Desk Student Assistant reports to the Tisch Desk Student Manager. All student assistants ultimately report to the Director of the Danforth University Center and work collaboratively with all members of Campus Life.

### **Hours and Payment**

Danforth University Center Student Assistant will cover the University Center Information Desks during the hours of 9:00 a.m. – 12:30 a.m. Monday through Friday and Noon- 12:30 a.m. on Saturdays and Sundays. Other hours may apply based on event scheduling and program coverage. Starting pay will be \$9.45/ hour.