

Residential Life Desk Assistant

Reports To:

- The Desk Assistant in Upperman Hall will report to the Upperman Resident Director.
- The Desk Assistant in Criswell Hall will report to the Criswell Resident Director.

Job Overview:

The Residential Life Desk Assistant plays an integral role in keeping our traditional-style residential halls safe. The Desk Assistant is responsible for monitoring guests during Visitation Hours, primarily by checking guests in and out and ensuring that non-residents are escorted by a resident at all times. Desk Assistants also assist with monitoring the usage and maintenance of common spaces in the residential hall.

Responsibilities and Duties:

- Requires all non-residents to check in to the building before entering.
- Ensures guests are with their resident escort at all times.
- Monitors the check in process by ensuring that each guest signs her/his full name, the full name of their resident host, and the accurate time of entry.
- Ensures that each guest leaves identification.
- Requires all guests to check out of the building and notes the time accurately in the log.
- Reports any suspicious activity to the RA/RD on call immediately.

Qualifications:

- Open to all education and experience levels.
- Open to all physical ability levels.
- Desk Assistants should be friendly and personable.
- Desk Assistants should be self-motivated, as this position often requires long shifts with little variation.