

Position: Information Desk Student Assistant
Supervisor: Director of Campus Safety and Security
Pay Rate: $14.15/hour
Schedule: up to 20 hours week

Interested candidates should email Tug McDonald at tmcdonald@mainecc.edu for a link to the position application.

JOB DESCRIPTION:
The Information Desk Student Assistant works at the information desk in the King Hall lobby.  This position assists students, staff, and faculty with information, answers questions, gives directions and or guides them to the campus services they may need. The Information Desk Student Assistant will function as a resource and assist the KVCC community and its guests with navigating campus and college life.

QUALIFICATIONS/SKILLS:

* Working knowledge of the KVCC portal, website, LMS and App
* Ability to provide excellent reception support (answering phones, taking messages, tending to walk-ins) and to multi-task
* Commitment to providing excellent customer service
* Punctuality, dependability, excellent written and oral communication skills
* Strong interpersonal skills and an enthusiastic, customer-friendly attitude
* Comfort with taking initiative, and working independently
* Familiarity with our campuses and operations
* Enthusiasm for working with the KVCC Community

RESPONSIBILITIES:

* Greet visitors to KVCC with a smile and a positive attitude
* Provide information about available campus services and resources
* Assists students/staff/guests with finding answers to their questions
* Receive, sort, meter and deliver mail and packages around campus
* Issue parking permits
* Work collaboratively with the Director of Safety and Security and staff
* Perform other duties as needed