

VIKING UNION INFORMATION DESK ATTENDANT

The Viking Union Information Desk provides a variety of services to the campus community. These include, but are not limited to checking out lap top computers, sales of sundries, emblematic goods and newspapers, and information about the University and its events.

RESPONSIBILITIES:

1. Obtain change fund, open security gate and set-up cash register.
2. Answer phone, provide information and assist the public.
3. Sell candy, newspapers, etc.
4. Maintain a current knowledge of campus events (where, when, etc.) via AS Review, Western Front, Function Book as up-dated by Information Desk Coordinator.
5. Check out lap top computers and provide customer service and technical assistance.
6. Stock and take inventory of candy, as assigned.
7. Other duties as assigned.

REPORTS TO: Information Desk Supervisor & VU Operations Manager

WORK TIME: 10-15 hours per week

SALARY LEVEL: \$8.85 per hour

APPLICATION PROCEDURE: See "Hiring Procedures"