Student Job Description: Receptionist – Engineering Tutoring

PURPOSE
• Create a welcoming environment as students arrive to Engineering Tutoring
• Assist with the overall administration duties of the Engineering Tutoring program

DUTIES AND RESPONSIBILITIES
• Work 2-3 nights per week, 5:45pm-9:15pm Sunday through Thursday, 3612 SC
• Assist with set-up and tear-down of the reception and tutoring spaces each night
• Greet students as they arrive, assist with student sign-in, and direct to the correct space
• Maintain a positive and welcoming attitude throughout your shift
• Refer students to other campus resources as needed
• Assist with administrative duties and maintain communication using Outlook and Teams
• Collaborate with the Tutors, Lead Tutors, and Director of Instructional Support as needed
• Attend and participate in all training sessions and regularly scheduled meetings
• Communicate issues/challenges as they arise with Director of Instructional Support
• Assist with miscellaneous duties as assigned
• Monitor work hours to be compliant with 20-hour work limit for all University positions.

SUPERVISION RECEIVED General supervision is received from the Director of Instructional Support and the Lead Tutors assist with the management of evening tutoring hours.

QUALIFICATIONS
• Be enrolled as an undergraduate student at the University of Iowa
• Maintain academic good standing with a UI cumulative/semester GPAs of 3.0 or higher
• Be consistently available Sunday-Thursday 5:45-9:15pm throughout the semester
• Show excellent written and verbal communication skills
• Be skilled in tasks that require attention to detail and organization
• Have experience with Microsoft Office: Outlook, Teams, Word, and Excel
• Employ a positive and respectful attitude in working with a diverse population
• Collaborate as a member of a team, showing individual initiative and flexibility as needed
• Maintain strict confidentiality regarding student records and conversations as appropriate.

SALARY $9.25/hour EMPLOYMENT PERIOD Academic Year, mid-August to mid-May

The College of Engineering is committed to building a welcoming and inclusive community of learning and scholarship with the support systems for all persons to thrive. We recognize that diversity enriches the educational experience when everyone has the opportunity to excel and have their contributions respected and valued. We strongly encourage engineering students from diverse backgrounds to apply for this position, including students of all races, national origins, colors, creeds, religions, sexes, ages, abilities, veteran status, sexual orientations, gender identities, and all other representations of diversity.