Work-study Position: Desk Attendant

Department: Athletics

Location: Outlaw Center

Supervisor: CRAIG KENNEDY - ckennedy@shc.edu

Rate of Pay: The Office of Financial Aid provides the appropriate pay rate for FWS.

Length of Employment: September 2025 - April 2026

Schedule: 5:00 pm - 10:00 pm M-F. Weekends TBD

Purpose of Position: Customer Relations position greeting guests as they enter the Outlaw Center. Assist with Game Day Operations as required.

Description of Duties and Responsibilities that relate to student’s role/position: Overseeing the orderliness of the facilities including putting equipment away, reporting any equipment in need of maintenance, as well as closing up the facilities at closing time.

Other duties as assigned may include assisting in game management which encompasses customer service relation skills in working the concession stands, facility clean up or other athletic game related duties as applicable. Must be willing to work during weekends and holidays in conjunction with school hours.

Required Knowledge, Skills, and Abilities:

● Work independently and efficiently; use available resources to direct guests. CT/PS

● Serve as a receptionist: greet, and direct visitors. Utilize strong verbal and written communication skills O/WC,

● Work on additional projects as assigned. T/C

● Be punctual, and communicate changes in the work schedule in advance. Appropriate attire is required for the

work environment, as discussed. P/WE

● Effectively communicate your skills and availability to perform this job in your application letter. CM

Qualification Standards:

● Student must have work-study eligibility confirmed by the Office of Financial Aid.

● Students must be able to work evenings and/or weekends.

\* Students must submit a cover letter and resume.

Evaluation Procedures:

Evaluations will be completed at the end of each academic year. Student employee and supervisor will meet to discuss the evaluation. Both parties will sign the evaluation that will be turned into the Office of Financial Aid.