



SPRING HILL
COLLEGE

Student Employment Program Job Description

Work-study Position: Student Center Information Desk Assistant
Department: Student Center
Location: Student Center Front Desk
Supervisor: Sharon Williams, swilliams@shc.edu

Rate of Pay: \$10.00

Length of Employment: Academic Year 2025-2026

Schedule: Monday – Friday 8 a.m. – 12 a.m.; Saturday 10:30 a.m. – 12 a.m.

Purpose of Position: Under the general supervision of the Director, the student employee performs a variety of administrative and coordinator duties in support of the Student Center. Duties include greeting all visitors, answering phone calls, Assisting visitors to the campus, answering any questions visitors have, setting up and assisting in events on campus, maintaining an environment of hospitality and professionalism, and other duties involved in assisting the Student Center and its guest.

Description of Duties and Responsibilities that relate to student's role/position: LIST ALL RELATED DUTIES AND RESPONSIBILITIES

- Assemble solicitation tables by designated time **PWE**
- Assemble set ups for events on campus with chairs and tables according to request **OWC, PWE, TC**
- Greeting all students, parents, and guests of the Student Center **CTPS, PWE**
- Answer phones and voicemail messages **DT, CTPS**
- Assist with preparing a weekly schedule for all staff **DT, CTPS**
- Assist director with major events **TC, L, PWE**
- Request for conference room and tables in the student center to be available at a certain date and time **PWE**

Required Knowledge, Skills, and Abilities: LIST ALL REQUIREMENTS

- Ability to use Microsoft Office Suite programs **DT**
- Must be comfortable answering office phone and interacting with students/parents **CTPS, DT, L, PWE**
- Organization and professionalism **PWE, TC**
- Ability to communicate effectively **OWC**
- Knowledge about SHC and the campus facilities **CTPS**

Qualification Standards: LIST ALL STANDARDS

- Eligibility: Student must have work-study eligibility confirmed by the Office of Financial Aid
- Experience: Student must have experience using a mainframe and/or personal computer system

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.



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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.