



STUDENT EMPLOYEE JOB DESCRIPTION

RUDDER THEATRE COMPLEX

Front Desk Student Assistant

General Job Summary:

Individuals will be responsible for answering phones, responding to emails, & providing information to building patrons regarding building & event information. The position will also be responsible for answering and routing all incoming phone calls & questions, giving directions, & completing general clerical work.

1. Duties and Responsibilities:

- Greet guests & visitors to Rudder Theatre Complex office. Provide accurate information & directions to building patrons regarding events in our venues.
- Provide excellent customer service at all times to our patrons.
- Take reservation requests information from people, provide all relevant information to Theatre Complex management staff to assist in their reservation.
- Answer & direct phone calls to appropriate staff in a professional manner.
- Be able to communicate effectively with customers, staff, & crew so that event details are relayed accurately & in a timely manner.
- Complete system processes for events related to scanning, attaching, & confirming events in our event system.
- Perform related duties as required and needed.
- Other duties as assigned.

2. Work Schedule

Hours will vary depending on your schedule.

Work shifts are in 4 hour increments.

Varying shifts Sunday – Saturday: 6:00am – 12:00am

3. Adhere to all TAMU rules and regulations and abide by the Aggie Code of Honor.

4. Minimum Qualifications:

- Verbal skills in English, must be easily understandable in person.
- Work a minimum of 12 hours per week.
- Must be punctual, reliable, and professional.



5. Learning Outcomes

- Communicate effectively in a professional setting.
- Show proficiency in current office technologies.
- Identify the relevance of the skills they are gaining.
- Demonstrate ability to interact respectfully with all people.

6. Starting Pay: \$8.25/hr