



# STUDENT EMPLOYEE JOB DESCRIPTION

## ADMINISTRATION

### Student Coordinator

#### General Job Summary:

*The University Center is currently seeking responsible, outgoing, enthusiastic and friendly individuals to meet and greet visitors to University Center & Special Events. The position will also be responsible for answering and routing all incoming phone calls and questions, giving directions, accounting duties and completing general clerical work, and other duties as assigned. Individuals must be able to work special events.*

#### 1. Duties and Responsibilities:

- Receive incoming calls and properly transfer or take a message; messages are emailed to the appropriate person and messages should include correct information regarding who, what, when and return number
- Provide front desk operations with clerical office duties including answering telephones with proper etiquette, filing, stocking supplies, operating copier and fax machine, maintaining storage cabinets and ensuring break room area stays clean and presentable at all times
- Properly process incoming US mail, packages and parcel deliveries from UPS, FedEx and ensure correct delivery to individuals/departments within UCEN facilities
- Ability to maintain and create spreadsheets
- Assists with accounting duties such as posting expenses, account reconciliation, and accounts receivable billing; ability to pay attention to detail and willingness to work with numbers
- Responsible for training of Student Assistant
- Responsible for making office schedule for student staff
- Communicates departmental events, updates and process changes to Student Assistant
- Assist full time staff with administrative projects by taking responsibility of the project needs, delegating tasks to student assistants, and ensuring that the project is completed within the requested time line



- Willing to be trained and work in other areas within the University Center & Special Events
- May require light lifting/carrying and running errands
- Able and willing to work occasional evening and weekend events as requested
- Other duties as assigned

## **2. Work Schedule**

Hours will vary depending on your schedule, but the general business hours are as follows:

Monday-Friday: 8:00 am - 5:00 pm

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

## **4. Minimum Qualification:**

*Individuals must possess the ability to multi-task in a fast-paced environment, strong verbal skills in English, must be easily understandable in person and over the phone, strong hospitality and customer service skills, strong knowledge of A&M and its traditions, need to know general directions around campus, must be punctual, reliable and professional. Must be able to work some special events that may be in the evening or on weekends.*

## **5. Learning Outcomes:**

- The student will be able to communicate effectively in a professional setting.
- The student will be able to demonstrate the ability to organize, prioritize and delegate work.
- The student will be able to identify the relevance of the skills they are gaining
- The student will be able to acknowledge and address the importance of facility safety and security.

## **6. Starting Pay: \$11.00/hr**