



ACADEMIC SUCCESS CENTER
2400 S. 240TH ST.
DES MOINES, WA 98198
(206) 592-3444

**Academic Success Center – Front Desk Assistant JOB DESCRIPTION
PAY RATE STARTING AT \$16.50 PER HOUR (AS OF 07/01/2023)**

The Academic Success Centers at Highline College invites you to apply for student employment as a front desk assistant. The mission of the HC Academic Success Center is to provide academic support to all students enrolled at Highline College. Our primary goal is to create an open atmosphere of learning for students. We assist students in numerous academic disciplines through a variety of tutoring techniques by addressing their individual needs in a constructive environment. A part of our mission is to work closely with our faculty, as well as other offices that support student services.

Broad Scope and Function:

The Academic Success Centers Front Desk Assistants will greet visitors and perform clerical duties. Front Desk Assistants work closely with Tutoring Center, MRC, and Writing Center staff to provide an inviting environment for all visitors to the center.

Duties and Responsibilities:

- Greet visitors entering the center.
- Assist students with signing in and out of computers.
- Answer phones and provide information about the center.
- Monitor and check out materials.
- Photocopy.
- Deliver materials/flyers across campus.
- Maintain a clean environment within the centers including but not limited to: wiping down tables, cleaning the breakroom, and keeping the front desk space clean.
- Work with Highline College Academic Success Center Staff to develop a work schedule that allows for time travel to school, time travel between classes, and time to prepare for one's own courses, while remaining punctual and on time for all scheduled work shifts.

Minimum Requirements:

- Work Study Awarded for the quarter(s) that you will be employed is desired, but not required.
- Good communication and organizational skills, and a friendly disposition.
- Computer/typing skills (including some Microsoft Word and Excel experience)
- Ability to handle multiple tasks in a responsible and reliable manner.
- Maintain high standards of ethical conduct working with students, staff, and faculty.
- Respect for diversity of students, staff, and faculty, including race, ethnicity, national origin, age, gender and other forms of diversity.
- Willingness to work as a team member with other students, staff, and faculty members of Highline Community College.