



Example of Front Desk Representative Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is hiring for a front desk representative. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for front desk representative

- Sale and production of student IDs/Wolf Cards
- Cash handling and selling of Student Life products – AMC Movie Tickets, Bus Passes, Wolf Cards
- Monitor and report inappropriate participant behavior in all Student Center spaces
- Put up/take down event signs
- Help with room set ups (tables, chairs, linens, decorations)
- Maintain consistent and accurate communication between all student organizations and the Office of Student Life
- Collaborate with the Student Involvement Coordinator to update and maintain the Student Organization Handbook and Addendums
- Maintain and monitor the Student Organization Suite in the Longs Peak Student Center
- Serve as the contact for the creation of new organizations on campus
- Act as a liaison between potential organization members and current members, officers, and advisors

Qualifications for front desk representative

- Knowledge of Galaxy and or Lightspeed a plus
- Cashiering experience a plus
- Night Audit experience a plus
- Experience working in an international student/scholar or other higher

- Foster communication between organizations and their members