Department:  Surbeck Center

Department Head:  Maureen Wilson

Department Location Building name and Room No:  Surbeck Main Desk

Department Telephone No:  605-394-6774

Number of Positions to be filled:  2-5

Average number of hours per week each student would be expected to work:  10-15

Specific qualifications or experience (i.e. Computer Science majors):

Ability to provide exceptional customer service; lift/carry 50 lbs, answer the phone, work with the public.

Specific duties:

Working as a desk attendant at the main desk in Surbeck Center involves answering the phones, working with the public providing information as asked, assisting with set-up and take down of events through Surbeck Center, policing the lounge areas of the building as needed. Assisting with the general operations of Surbeck Center.