

# Front Desk Assistant

Services for Student Athletes

<http://ssa.uoregon.edu/employment.php>

<b>Work Schedule</b>	Mon-Thu 7:30 am - 11:00 pm; Fri 7:30 am - 8:00 pm; Sat 10:00 am-8:00 pm; Sun 9:00 am - 10:00 pm
<b>Hours Per Week</b>	Up to 25 Hours
<b>Available Terms</b>	Fall, Winter, and Spring Terms

<b>Compensation</b>	\$10.75 / Hour
<b>Supervisors</b>	Shirley Brabham, Office Manager/Tutorial Coordinator Kris Galago, Office Specialist

<b>Description</b>	<p>This position requires the Front Desk Assistant to act as a resource guide. This means being knowledgeable about the John E. Jaqua Academic Center for Student-Athletes, where items are located, etc.</p> <p>Also you will need to be able to direct students to appropriate tutor appointments and/or other appointments, knowledge of tutor and lab monitor schedules, some knowledge of NCAA rules, knowledge of SSA resources (Graphics Lab, Writing Lab, Math Lab, Advisors, Learning Specialists, and other educational resources), and directing student-athletes to resources or individuals outside our department, if necessary.</p> <p>The Front Desk Assistant is an important position that should be taken seriously and professionally. Although we strive to maintain a light atmosphere, you are the first point of contact for our department and thus need to be personable, reliable, helpful and dress appropriately.</p>
--------------------	--

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A. Must be outgoing and have a friendly attitude</li> <li>B. Be able to assert yourself in order to assist student-athletes, faculty, administrators, and general public.</li> <li>C. A willingness to assist any SSA staff member with projects</li> <li>D. Dress is casual, but appropriate for an office; You will be provided two polos to be worn during your shifts</li> </ul>
-----------------------	---

<b>How to Apply</b>	<ul style="list-style-type: none"> <li>A. A resume outlining work history and experiences.</li> <li>B. A schedule indicating work availability. Please go to our website (<a href="http://ssa.uoregon.edu">ssa.uoregon.edu</a>) click on employment and you will find a blank schedule for you to fill out. You may also come by our office at 1615 E. 13<sup>th</sup> Ave, Eugene OR to pick up an application and a schedule.</li> <li>C. One unofficial current transcript of all course work.</li> <li>D. A letter of recommendation from a professor or faculty member familiar with your academic work and/or job experience. Your letter of reference can be emailed (<a href="mailto:shirleyb@uoregon.edu">shirleyb@uoregon.edu</a>), faxed or sent through campus or U.S. mail (Services for Student Athletes, 1615 E. 13<sup>th</sup> Ave, Eugene, OR 97403).</li> </ul>
---------------------	--

<b>Non-Work Study OK</b>	<b>UO Workstudy OK</b>
YES	YES