

**Position:** Front-desk assistant

**Department:** Student Publications

**Position ID:** 10012012

**Reports to:** Student Publications Office Manager (Brian Schopf)

**Compensation:** \$7.50/hour

**Hours:** 15-19 hours per week during business hours

**Objective:** Front-desk assistants provide critical communication, organizational and administrative support for the department. They handle multiple daily tasks, outlined below, that allow the department to provide excellent service to internal and external customers.

**Tasks/responsibilities include:**

- Manage phones and answer calls on a multi-line phone system.
- Enter data, file, fax and perform other office tasks as needed.
- Assist in distribution and collection of source feedback and other forms.
- Other tasks as needed.

**Qualifications:**

- Must qualify for Federal Work-Study program and be enrolled at UT Arlington for the semester of employment.
- Familiarity with Microsoft Word and Excel. Other software knowledge is a plus.
- Strong written and oral communication skills.
- Excellent customer service skills.

**To apply:** Submit your application at [www.uta.edu/snapjob](http://www.uta.edu/snapjob)

