



FEDERAL WORK-STUDY JOB DESCRIPTION
2022-2023

Job Title: Greeter/Hospitality Specialist

Department: The Learning Center

Name of Supervisor(s): Melissa Pearson/Lisa Taverna

Rate of Pay: \$ 8.00 per hour

Length of Time: 10 am – 2pm (hours can be somewhat flexible)

Department Description: The Learning Center provides a space for students to receive free tutoring in various subjects.

Job Description: The position will be responsible for welcoming all students into the center. This individual will need to be able to multi-task, triage student needs, and greet them with a smile when they enter the center. Explain the process for getting help. Other basic tasks as needed.

Central Campus / Hours required per week: 20

Responsibilities: Have general knowledge of the Learning Center, welcome students, and entering students into tutoring queue.

Required Qualification: Friendly, flexible attitude with a desire to welcome all students.

Desired Skills: some computer skills

Evaluation Procedures and Schedules: Will be determined by the supervisor

***Job descriptions are required at beginning of each academic year. Job descriptions may be changed to meet Federal Work –Study Regulations, or state/ federal employment law.**