

Louisiana State University – Division of Student Affairs
LSU Olinde Career Center

Job Title	Front Desk Lead, Student Worker
Department Contact	Jessica Glasgow, Business Manager, jsand54@lsu.edu , 8-2470
Supervisor	Megan Elliot-Smith, Operations Coordinator, jsand54@lsu.edu , 8-2470
Rate of Pay	\$7.25 hourly
Apply Start Date	March 22, 2019 at 4:00 p.m.
Apply End Date	April 16, 2019 4:00 p.m.
Hours	Up to 20 hours a week
SW Assignment	Front Desk/Customer Service

The LSU Olinde Career Center is seeking a self-motivated, organized, customer service oriented and dependable student employee to serve as a go-to, front-line member of our team.

Job Duties:

- Greet visitors and assist with their needs, providing a high-level of customer service
- Answer incoming calls to the LSU Olinde Career Center, scheduling appointments and directing calls as needed
- Restock Workforce Development Center resources and manage library checkout process,
- Oversee career assessment sign-ups and conduct weekly audit to ensure accuracy
- Provide assistance in career center Handshake system through managing appointments, entering in classroom & evening presentations, pulling interview information for companies participating in On-Campus Interviewing program, assisting students/community members with utilizing their Handshake accounts
- Serve as the student worker lead for the front desk/Workforce Development Center and assist in managing day-to-day operations.

This job will provide experiences that allow for development of the following competencies: critical thinking/problem solving, oral/written communication, teamwork/collaboration, digital technology, leadership, professionalism/work ethic, career management and global/intercultural fluency.

Page 2 shows an example of how this job looked, once posted in Handshake:

STATUS
Expired

APPLY START DATE
2019 Mar 22nd 04:00 pm

EXPIRATION DATE
2019 Apr 16th 04:00 pm

INTERESTED IN INTERVIEWING ON CAMPUS?
No

INFO
Expired a year ago

 Baton Rouge, Louisiana, United States  25,000+ employees  Higher Education industry  company  \$7.25 Per hour  Paid

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This position is for up to 20 hours a week during normal business hours M-F 8:00am-4:30pm. Successful applicant must be available over the summer and into the Fall 2019 semester to work as a student employee.

This job will provide experiences that allow for development of the following competencies: critical thinking/problem solving, oral/written communication, teamwork/collaboration, digital technology, leadership, professionalism/work ethic, career management and global/intercultural fluency

DURATION
Permanent

CONTACTS
[Jessica Glasgow](#)

JOB FUNCTIONS
Administration, Customer/Technical Support

JOB ROLES
Receptionists and Information Clerks

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