

CLUE Position Description
Front Desk Manager

Salary:	Salary is \$12.80/hour (2008-2009)
Faculty / Staff Supervisor:	Becca Herman, CLUE Assistant Manager

Qualifications:

- The Front Desk Manager must be an organized, detail-oriented, technologically competent, and self-motivated person who is able to work in a moderate-paced environment with demonstrated ability to juggle multiple demands by staff and students.
- A high level of interpersonal skills to communicate with staff and students is required.
- Other requirements include the ability to learn Clue Check-In Software and the ability to work comfortably with Microsoft products (especially Excel).
- Work shifts of 6pm-midnight several times per week.
- Experience with database management, typing, and filing is also important.
- Experience working with students is a plus.

Responsibilities:

- Staff CLUE as the Front Desk Manager during assigned hours.
- Participate in CLUE staff meetings, training sessions, and other work-related events.
- Act as spokesperson and host of CLUE; set up and take down the Center; check students in and enter them into the database; create a welcoming, comfortable atmosphere.
- Close down all CLUE classrooms, including the second floor and the Commons; maintain security of portable computer lab.
- Participate in outreach activities.
- Provide academic mentorship and support for students at CLUE.
- Work independently on supplemental projects designed to build community and improve services within CLUE.
- Other duties as assigned.

The CLUE Program hours of operation are 6:30 p.m. – 12:00 a.m., Sunday through Thursday. Front Desk Managers generally work between the hours of 6pm and 12:00am, with some exceptions. All tutoring activities are held in Mary Gates Hall during the academic year unless specifically scheduled and agreed to by tutors and employers.

To Apply:

Please send a cover letter, transcript, and resume to clue@u.washington.edu by Monday, June 2nd, 2009.