

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Lumpkin College of Business & Technology  
**POSITION:** Front Desk - Lumpkin Student Hub  
**SUPERVISOR(S):** Amy Annis  
**PURPOSE / ROLE:** Cover front desk of Lumpkin Student Hub  
**QUALIFICATIONS:** [Click or tap here to enter text.](#)  
**CONTRACT DATE:** FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR  
**RATE OF PAY:** STATE MINIMUM WAGE  
**SCHEDULE:** VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

### DUTIES AND RESPONSIBILITIES:

Position works front desk of the Lumpkin College Hub for Engagement, Leadership and Professionalism (Student Hub).

Greets and assists students, faculty, staff, or guests from front desk of the Student Hub.

Assists with inquiries/questions about advising, Lumpkin Hall room locations, and general campus information.

Answers phone lines and directs calls.

Checks mailbox and distributes mail to Lumpkin Student Hub staff.

Delivers materials/documents to other offices in Lumpkin and across campus.

Helps with other office duties as needed - shredding, stocking supplies, and filing.

18/3/2023