

BENSON UNIVERSITY CENTER: JOB STATION DESCRIPTIONS

Information Desk

- Serve as resource person for visitors to WFU and Benson Center
- Answer the telephone and provide appropriate assistance
- Provide information about Benson Center events
- Distribute room keys according to building room reservation listing.
- Manage lost and found items
- Other duties as assigned

Set-Up Crew

- Set up and break down all meeting rooms in Benson
- Provide av/technical assistance for meetings.
- Ensure rooms are neat and orderly
- Notify student manager if any equipment is in need of repair
- Other duties as assigned

Office Assistants

- Assist the Benson Center staff with all aspects of office work, including copying, faxing, filing, typing, computer entry, mail distribution, making posters, errands, and special projects
- Process room, vendor table, and easel requests and assist Operations Manager with room scheduling
- Handle general inquiries on the telephone and from walk-in customers
- Other duties as assigned

Copy Center

- Assist students/staff/faculty with services offered including copying, printing, faxing, laminating, binding, folding, etc...
- Handle telephone inquiries and answer questions regarding digital file submission
- Delivery of jobs to on-site campus locations
- Be capable of lifting 50 pounds (case of paper)
- Provide excellent customer service
- Other duties as assigned

Marketing

- Create and produce a variety of marketing and advertising materials for the Benson University Center
- Skillful in using Publisher, Photoshop, etc...
- Be responsible for the distribution and display of marketing materials around campus and ensure effective coverage of campus in different media forms
- Other duties as assigned

Reservation Assistants

- Assist BUC Operations Manager with the processing of room reservations into the EMS system.

Ticket Office

- Assist customers with buying tickets for various on and off campus events and attractions
- Assist customers with Student Union event sign-ups and registrations
- Process Deacon Dollar sale sheets as needed
- Handle general inquiries on the telephone and from walk up customers
- Other duties as assigned

Switchboard

- Represents WFU as the first contact to the public by answering the main University phone number.
- Assists incoming callers by redirecting them to appropriate departmental phone number.

Revised: 2/22/11