

# **BENSON UNIVERSITY CENTER** **SUMMER 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
- Keep track of lost and found items
- Distribution of art wands for audio tours of art collection
- Other duties as assigned

## **Set-Up Crew**

- Set up and break down all meeting rooms in Benson
- Provide av/technical assistance for meetings
- Periodically check equipment-notify manager if any items are in need of repair
- Ensure rooms are neat and orderly
- 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, room reservations, errands, and special projects
- Process room, vendor table, and easel requests and assist Operations Manager with room scheduling
- Assist customers with buying tickets for various on and off campus events and attractions, including Airport Shuttle ticket sales and reservations
- Handle general inquiries on the telephone and from walk up customers
- Other duties as assigned

## **Copy Center**

- Assist students/staff/faculty with services offered including copying, printing, faxing, laminating, binding, folding, etc...
- Handle telephone inquires 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

## **Reservation Assistants**

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

## **Switchboard**

- Represents WFU as the first contact with the public by answering the university's main telephone number. Assists callers by connecting them with the appropriate departmental extension.