



TUTORING CENTER
2400 S. 240TH ST.
DES MOINES, WA 98198
(206) 878-3710 EXT 3444

Tutoring Center – Front Desk Assistant JOB DESCRIPTION
Pay Rate at \$8.07 per hour

The Tutoring Center at Highline Community College invites you to apply for student employment as a front desk assistant. The mission of the HCC Tutoring Center is to provide academic support to all students enrolled at Highline Community College. Our primary goal is to create an open atmosphere of learning for students. We assist students in numerous academic disciplines through a variety of tutoring techniques by addressing their individual needs in a constructive environment. A part of our mission is to work closely with our faculty, as well as other offices that support student services.

Broad Scope and Function:

The Tutoring Center Front Desk Assistants will perform receptionist duties. Please see duties and responsibilities below. Front Desk Assistants work closely with Tutoring Center Staff to provide an inviting environment for all visitors of the center.

Duties and Responsibilities:

1. Greet visitors entering and exiting the center.
2. Assist students with signing in and out of computers.
3. Answer phones and provide information about the center.
4. Monitor and check out materials.
5. Photocopy.
6. Deliver materials/flyers across campus.
7. Maintain a clean environment within the center.
8. Attend scheduled trainings on Fridays 1:20-2:10 (Dates will be announced at hiring).
9. Work with Highline Community College Tutoring Center Staff to develop a work schedule that allows for time travel to school, time travel between classes, and time to prepare for one's own courses.

Minimum Requirements:

1. Work Study Awarded for the quarter(s) that you will be employed.
2. Good communication and organizational skills, and a friendly disposition.
3. Computer/typing skills (including some Microsoft Word and Excel experience)
4. Ability to handle multiple tasks in a responsible and reliable manner.
5. Maintain high standards of ethical conduct working with students, staff, and faculty.
6. Respect for diversity of students, staff, and faculty, including race, ethnicity, national origin, age, gender and other forms of diversity.
7. Willingness to work as a team member with other students, staff, and faculty members of Highline Community College.