PURPOSE: The purpose of the Receptionist position for Engineering Tutoring in the College of Engineering at the University of Iowa is to:

- Create a welcoming environment as students enter Engineering Tutoring and assist with the overall administration of the Engineering Tutoring program.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES: An Engineering Tutoring Receptionist will:

- Work 2-3 nights per week, 5:45pm-9:15pm, Sunday-Thursday.
- Prepare and clean the reception and tutoring areas before and after Engineering Tutoring.
- Greet students as they approach Engineering Tutoring, assist with student sign-in, and direct students to the appropriate tutoring location.
- Maintain a positive and welcoming attitude and presence.
- As appropriate, refer students to other campus academic support resources on campus.
- Send weekly email communications for Engineering Tutoring.
- Update electronic tutoring and outlook calendars.
- Maintain electronic staff records and update daily display screens.
- Assist the Lead Tutor staff with monitoring the Engineering Tutoring space in 3612 and 3630 SC.
- Assist with miscellaneous duties as assigned.
- Attend and participate in all training sessions and regularly scheduled meetings.

SUPERVISION RECEIVED: General supervision is received from the Director of Tutoring.

QUALIFICATIONS: Interested applicants must:

- Be enrolled as an undergraduate student at the University of Iowa during employed semesters.
- Maintain Academic Good Standing with a UI cumulative and semester GPA of 3.0 or higher.
- Be consistently available Sunday-Thursday, 5:45pm-9:15pm, throughout the semester.
- Have excellent written and verbal communication skills.
- Be skilled in tasks that require attention to detail and organization.
- Have experience with Microsoft Office, including Outlook, Word, and Excel.
- Be able to work well as a member of a team as well as take initiative as an individual.
- Have a positive and respectful attitude in working with a diverse population.
- Be willing to speak positively about the College of Engineering and The University of Iowa.
- Maintain strict confidentiality regarding student records and conversations as appropriate.

SALARY: $9.25/hour

EMPLOYMENT PERIOD: Academic semester appointment; Engineering Tutoring opens the second week of class and closes the Thursday before finals week.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.