

ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES, AND THE ARTS

JOB DESCRIPTION

POSITION: Residential Life Weekend Desk

REPORTS TO: Assistant Dean of Students

CLASSIFICATION: Non-Exempt

PURPOSE OF THE POSITION: To support all aspects of the Residential Life Office (RLO) operations on the weekend.

RESPONSIBILITIES AND PERFORMANCE STANDARD:

Duties include, but are not limited to:

- Maintains a log of all incoming calls received in the RLO and distributes phone messages.
- Checks emails and responds as needed for the RLO
- Maintains student check-in/check-out and visitor's permission logs via the Reach student life management system.
- Performs other duties as assigned.

POSITION QUALIFICATIONS:

- High school diploma or equivalent.
- Experience in a clerical or related field preferred.
- Demonstrated ability in verbal and written communication.
- Working knowledge of the Microsoft Office and Google suites.
- Strong interpersonal skills to communicate and relate to students, parents, and school officials in a positive and professional manner.
- Organization and time management skills.