**Fall Job Opening – Desk Services Job Opportunities**

**Fall 2021 & Winter 2022**

- Are you looking for a part time job for the Fall & Winter Semesters?

- Are you a "night" person? Can you work weekends?

- Are you looking for shifts that will work around your class schedule?

Maybe our Guest Table position would be a good fit for you!

**Fall 2021 & Winter 2022 -- Desk Services Job Opportunity:**

**Position Title:**  **Guest Registration and Door Staff**

**Reports To:**  Joanne Mead, Desk Services Manager

**Department:**  Student Housing Services

**Employment Dates:** – Monday August 30th, 2021, to Tuesday April 26th, 2022

**Position Summary:**

The Guest Table Staff work during the Fall and Winter Semesters; shifts are on Friday, Saturday nights (10pm - 3am) and this team is required by contract to work special hours for higher traffic nights such as Orientation Week, College Royal, Halloween and St. Patrick’s Day. They may be asked to start earlier or work later to accommodate events occurring in residence. The staff are stationed at the main entrances of the residence buildings to provide an after-hours location for students to sign in their guests and educate the residents on the Student Housing Guest Policy. This position is primarily customer service oriented.

**Essential Functions:**

*Responsibilities include* facilitating the Guest Registration process, assisting in educating the students in residence on the Student Housing Guest Policy, verifying student and guest identification, assisting on the Residence Desks during staff shortages or high traffic times such as check-in and check-out.

***The responsibilities listed above are not exclusive duties of the Guest Tables Staff; they will be required to follow other related duties as specified by the Desk Services Manager or their designate.***

**Qualifications and Skills:**

Strong communication skills, teamwork skills, and experience in customer service is required. The ability to work late night shifts on Fridays and Saturdays (10pm - 3am) is also required. Knowledge of the University campus, University website and Student Housing Services website is essential to this position. Student staff must be knowledgeable of the University’s and the City of Guelph’s resources available to students and guests. Student staff must be proficient in using MS Word, Excel, Outlook email and calendar.