# Description

Info Desk staff is responsible for sales of movie, trip, and event tickets, maintaining and updating faculty absence listings and movie listings, and assisting with questions from students, faculty, staff, and visitors.

# Supervision

## Received

Works within prescribed guidelines or under the direct supervision of the professional staff, Building Managers, and the Information Desk Lead.

## Exercised

None.

# Duties

* Assist students, staff, faculty, and visitors who come to the Information Desk with questions and refer them to the appropriate resources.
* Keep Information Desk and surrounding area clean and neat.
* Ensure that keys are checked in and out according to proper procedure.
* Sell tickets for movies, trips, and events.
* Reconcile cash in a manner approved by the state auditor.
* Maintain accurate shift records of all transactions and duties performed.
* Accurately operate the cash register according the HCC/OSD procedure.
* Answer the Information Desk phone according to HCC/OSD procedure.
* Attend staff meetings as scheduled by the Information Desk Lead.
* Perform other duties as assigned.

# Qualifications

Must have knowledge and/or a willingness to learn effective methods of assisting visitors to the Campus Center. Knowledge of or willingness to learn how to reconcile cash. Effective verbal and written communication skills required.