

1. GENERAL POSITION INFORMATION	
Position Name	Part-Time Front Desk Assistant
Classification	Part-Time, Non-Benefited
FTE	Less than 0.50
Work Hours	17.5 hours per week; Monday – Friday, 3:00 – 6:30 p.m.
Department/Division	Operations/Facilities
Supervisor	Executive Director of Emergency Management, Safety, Security and Campus Operations

2. POSITION SUMMARY
Provide 3 to 5 descriptive statements to summarize the overall purpose of the position.
The front desk assistant position will be a welcoming and informational providing presence for 3.5 hours per day while also being responsible for assisting in running/updating the parking, badge, and mail delivery program. This position will also play a key role in campus safety and emergency notification.

3. KEY RESPONSIBILITIES	
List key position responsibilities/duties by category and estimate the percentage of time spent on each responsibility. The total percentage of duties must equal 100%.	
Key Responsibilities/Duties	% of Duties
Occupy the front desk and ensure all are welcomed, informed, and not a potential threat to the environment.	70%
Maintain some aspect of the parking program that includes but is not limited to, assigning and distributing badges and processing tickets.	10%
Accept and deliver mail to the campus mailroom.	15%
Participate in a vital role in the campus emergency communication plan, assist campus operations director and assistant director in day-to-day operations, and track student worker hours.	5%

4. UWS CORE VALUES AND ASSOCIATED COMPETENCIES	
The following Core Values are integral to working at UWS. All employees, regardless of their position within the university, are expected uphold the Core Values and demonstrate associated competencies.	
Best Practices	We maintain high standards by using and integrating evidence across multiple disciplines. To accomplish this, We: <ul style="list-style-type: none"> Seek out and use relevant data to inform our decision-making.

	<ul style="list-style-type: none"> • Incorporate peer-reviewed research and professional experiences into academic discourse and patient care. • Promote student learning through excellence in instruction and assessment.
Curiosity	<p>We are innovative, open minded, and forward thinking. To accomplish this, We:</p> <ul style="list-style-type: none"> • Approach our work with curiosity, inquisitiveness and willingness to think outside the box. • Value and consider new ideas and ask, “What if...?” • Remain open to change in order to advance and improve.
Inclusiveness	<p>We are respectful, mindful, and welcoming of different ways of being, thinking, and doing. To accomplish this, We:</p> <ul style="list-style-type: none"> • Actively listen to diverse perspectives and value different viewpoints and experiences. • Promote the equity of ideas, resources, power, and identity for all. • Gather information and input from diverse groups to develop a common vision, improve policies and practices, and advance institutional goals.
Professionalism	<p>We are responsible, respectful, and accountable. To accomplish this, We:</p> <ul style="list-style-type: none"> • Demonstrate civility in all our interactions, especially when there are disagreements or differing opinions. • Take ownership of our speech, conduct, demeanor, and deliverables. • Adhere to established policies, procedures, agreements, and deadlines. • Act as thoughtful stewards of the university and its resources.
Student-Focus	<p>We work for the common good of students’ academic and professional success. To accomplish this, We:</p> <ul style="list-style-type: none"> • Incorporate student feedback to improve academics and university services. • When making university decisions, we ask: What effect will that have on students? • Seek to understand the students’ experience through their eyes.
Whole-Person Health	<p>We promote physical, mental and emotional wellness in all facets of the UWS experience. To accomplish this, We:</p> <ul style="list-style-type: none"> • Intentionally cultivate environments that support work-life balance. • Consider personal and community wellness in decision-making. • Maintain rigorous academic standards while supporting the health and well-being of our students. • Include a range of health modalities in the classroom and clinic.

5. POSITION QUALIFICATIONS		
	Required	Preferred

Education & Training	High school diploma/G.E.D	
Certifications & Licenses		
Experience	2+ years working in an office environment, and/or on a college campus	5+ years operational experience at a University/College
Related Knowledge, Skills, & Abilities	Data analysis Strong communication skills Be able to lift up to 50 lbs	Been involved in some sort of visitor management program/data analysis
Other Qualifications	Proficient in Office 365, TEAMS, and other software-based programs	

APPLICATION, SCREENING AND HIRING PROCESS:

Screening of applicants will begin immediately, and the position will remain open until filled. Please submit a cover letter, a resume and the names and contact information of three professional references.

University of Western States conducts background checks for the finalist or finalists of staff and faculty positions. The type of background check will vary by position type.

University of Western States is an equal opportunity employer.

To apply, visit our website at: <https://www.uws.edu/about/employment/>. Click on the large orange button and follow the prompts.

You may attach your materials as Word or PDF documents.