



University Center Job Description

ACCESS DESK ASSISTANT

Beginning Pay Rate:

\$8.00 per hour

Schedule:

The hours will be no more than 19.50 per week.

Job Description:

The Access/Photo Assistant will produce the Access Card, the campus identification card, and will answer questions concerning the Access card, UCen information, and campus information. Responsible for programming Target Vision and creating signage. The assistant will be expected to serve customers in a polite, professional, and timely manner. Computer experience is preferred.