

Front Desk Assistant

The Academic Resource Center (ARC) invites you to apply for Federal Work-Study student employment as a front desk assistant. The ARC provides academic support to all students enrolled at Brightpoint Community College. The ARC's primary goal is to create an open atmosphere of learning for all students. We assist students in numerous academic disciplines through a variety of tutoring techniques by addressing student's individual needs.

The ARC Front Desk Assistant will perform receptionist duties and work closely with Tutoring Center Staff to provide an inviting environment to those who enter the ARC and Virtual ARC.

Duties and Responsibilities:

- Greet students entering and exiting the ARC.
- Assist students with signing in and out using TutorTrac/ Navigate.
- Answer phones and provide information pertaining to the center.
- Assist in creating and updating resources.
- Handout flyers across campus.
- Assist in hosting the Virtual ARC.
- Assist students with navigating campus.
- Maintain a clean environment within the center.
- Attend training as needed.
- Photocopy and print as needed.
- Support with scheduling.

Minimum Requirements:

- Work Study Awarded for the semester(s) that you will be employed.
- Good communication and organizational skills.
- Friendly disposition.
- Basic knowledge of computers (including some Outlook, Microsoft Word and Excel experience)
- Ability to handle multiple tasks in a responsible and reliable manner.
- Maintain high standards of professional conduct working with students, staff, and faculty.
- Respect for diversity of students, staff, and faculty, including race, ethnicity, national origin, age, gender and other forms of diversity.
- Willingness to work as a team member with other students, staff, and faculty.

If you have a passion for helping your peers succeed, please email us your resume to arc@brightpoint.edu. Open to all students eligible for federal work-study.