

MANUAL		SECTION			NUMBER
Student Employment Office Human Resources Department		Student Job Description			PAGE 1 / 1 REVISED
SUBJECT		RANK	GROUP	CBC	PHYSICAL
Attendant		x011	I		

DEFINITION:

Under the close supervision of a staff or faculty employee, or an attendant supervisor, the student usually performs all or part of the following duties:

- (a) Issues or assigns equipment in recreation areas, music listening or practice rooms, etc.
- (b) Prevents theft and misuse of equipment in areas attended.
- (c) Keeps attended areas clean and in order.
- (d) Answers the telephone, makes reservations, directs visitors, and/or gives information in response to inquiries.
- (e) Maintains and performs minor repairs to equipment.
- (f) Performs light clerical duties.

BASIC QUALIFICATIONS:

None. Student at this level will be trained in the performance of the above duties. This is to be an entry level position.

QUALIFICATIONS FOR STARTING AT STEP B:

One year experience performing comparable duties.