



Federal Work Study

Job Description

University Center

Please note that you must be eligible for Federal Work-Study to apply for this position.

Title of Position:

College Assistant III

\$18.00

Supervisor/Person to Contact:

Cassidy Butow

cassidy.butow@canyons.edu

(661) 302- 2338

Will schedule be arranged around student's classes? Yes ☒ No ☐

Dates & Hours:

Dependent on student availability and department's needs.

Monday to Friday 8:00 AM – 10:00 PM

Duties:

- Provide excellent customer service to students, employees, community members, and guests visiting the University Center
- Serve as the primary front desk contact by greeting visitors, answering phones, and assisting with general questions in a professional and welcoming manner
- Provide directional information related to campus services, classrooms, events, and parking
- Assist with University Center general operational support
- Assist facility users with minimal event support
- Assist with basic audio-visual and technology support (Ex. Classroom computers & projectors)

Job Qualifications:

- Strong customer service and interpersonal skills
- Friendly, professional, and approachable demeanor
- Excellent verbal and written communication skills
- Strong phone etiquette and communication abilities
- Basic computer and technology troubleshooting skills
- Ability to remain attentive, proactive, and responsive in a busy environment
- Resourceful with the ability to research and locate information independently
- Ability to anticipate needs and assist proactively
- Dependable and flexible
- Ability to work effectively with people of diverse backgrounds

Student Employment Office

Please note that you must be eligible for Federal Work-Study to apply for this position.