STUDY HALL MONITOR

Position Summary: Oversees the use of the study hall area under the direct supervision of the Hall Director or Assistant Residence Hall Director. Provides oversight of the room; ensuring an atmosphere conducive to studying. Interacts with students and staff. Represents the department.

Position Responsibilities:

1. Arrives 15 minutes prior to start of scheduled shift to meet Dining Hall staff.
2. Provides information to students regarding the use of the study hall.
3. Ensures study hall is open at posted hour and is ready for use [furnishings clean and usable, sign in and/or other checklists updated, etc.].
4. Provides users with notification that facility will be closing one-half hour, and then 15 minutes, prior to actual closing time.
5. Returns all furnishings to proper location and re-locks or secures items, [where applicable].
7. Perform basic reception duties including greeting visitors and customers.
8. Complete forms and data entry tasks using PC applications [where applicable].
9. Attend training sessions and staff meetings.
10. Perform miscellaneous duties as directed.

Position Requirements:

1. Solid verbal and written communication skills.
2. Solid customer service skills.
3. Ability to work independently.
4. Ability to operate a computer and phone [where applicable].
5. Basic or enhanced computer skills [Microsoft Office, Internet Explorer, etc.].