Job Description
Learning Commons Welcome Desk
Student Worker or Work Study Position

Responsibilities:

- Monitoring the Welcome Desk: answering phone calls, greeting visitors, matching students with appropriate tutors, fielding various questions about the Learning Commons and/or Library, ensuring student sign-in and sign-out using our tracking system.
- Monitoring the Computer Bar: answering general computer questions, monitoring student printer station.
- Other office duties as assigned: typing office documents, data entry, copying, filing, faxing, shredding, and assisting with mailings.

Minimum Qualifications:

- Full-time UNK student
- General computer skills
- Knowledge of Microsoft Office products, especially Word and Excel
- Good speaking and listening skills
- Mature, friendly, and responsible
- Prompt and reliable work attendance
- Ability to maintain confidentiality

Preferred Qualifications:

- Microsoft PowerPoint and Publisher experience
- Ability to multi-task
- Detail-oriented and good organizational skills
- Desire to expand knowledge and skills

To apply for a Welcome Desk position please fill out the attached application and return to Lynn Arnold, UNK Learning Commons - LIBR #223, with a copy of your resume. If you have questions please contact Lynn Arnold at (308) 865-8728 or arnoldlm@unk.edu.
Learning Commons Welcome Desk Application  
Student Worker or Work Study Position

Date Received__________________(Office Use Only)

Contact Information:

Name:______________________________________________________________

Phone Number:_______________________________________________________

UNK E-mail:__________________________________________________________@lopers.unk.edu

Address:________________________________________________________________

________________________________________________________________________

Month and Day of Birth:_______________________________________________

Objective:

_______________________________________________________________________

_______________________________________________________________________

Previous Work Experience:

Name and Address of Employer:__________________________________________

Dates of Employment:__________________ to __________________

Job Responsibilities:________________________________________________________________

__________________________________________________________________________

May we contact this employer? ______________

If, yes, please provided a current phone number:___________________________

__________________________________________________________________________

Name and Address of Employer:__________________________________________

Dates of Employment:__________________ to __________________

Job Responsibilities:________________________________________________________________

__________________________________________________________________________

May we contact this employer? ______________

If, yes, please provided a current phone number:___________________________
**Supplemental Questions:**

Do you have PowerPoint and Publisher experience?  Yes  No

Are you eligible for work-study?  Yes  No

If yes, what is the dollar amount of your Work-Study Award?  $________________
(If you are contacted for an interview, you will need to bring your Work-Study Authorization form with you to the interview.)

Do you have experience working in an office environment?  Yes  No

Please List the *Days and Hours* you are available to work.

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

*Please remember to include references in your attached resume.*

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*It is the policy of the University of Nebraska at Kearney not to discriminate based upon age, race, ethnicity, color, national origin, pregnancy, disability, sex, sexual orientation, gender identity, genetic information, veteran's status, marital status, religion or political affiliation.*