

Circulation Desk Duty/RIDE Center "Welcome Team"

Faculty/Staff Name:

Dr. Lamis Jarvinen, Executive Director of RIDE Center

Faculty/Staff Department:

Institutional Advancement: Research, Innovation, Design and Entrepreneurial (RIDE) Center

Faculty/Staff Email:

ljarvinen@westfield.ma.edu or assistant Grace Templeton gtempleton@westfield.ma.edu

Job Title:

Circulation Desk Duty/RIDE Center "Welcome Team"

of Positions Available:

3-4, depending on how many shifts there are for students to rotate through

Job Description:

- Assist faculty/students visiting center
- Answer phone/any questions when needed
- Post flyers around campus; general duties as needed
- Help keep "board" or visual schedule of equipment usage/RIDE Center events up-to-date, designed, and festive when necessary

Number of hours per week:

6-8 (on average)

Requirements for job:

- Excellent written, verbal communication skills
- Outgoing upbeat personality to work in a fast-paced environment
- Strong organizational skills
- Ability to keep a work area clean/organized
- Ability to work/collaborate with others when needed

Start/end date:

Start date: Tentative

Skills students will acquire through job:

- Students will enhance their communication skills through daily interaction with students, faculty, and visitors utilizing the RIDE Center
- Students will grow their networking skills and increase their involvement on campus by meeting new individuals on a daily basis
- Students will understand the basics of running a research center in a timely, organized, and effective manner

HOW TO APPLY:

If interested, please email cover letter and resume to Dr. Lamis Jarvinen ljarvinen@westfield.ma.edu or Grace Templeton gtempleton@westfield.ma.edu to schedule an interview.