

Desk Assistant

University Student Housing, LLC is seeking a current West Chester University student to fill the role of DESK ASSISTANT in one of the affiliated communities on campus. The DESK ASSISTANT serves as a representative of USH and is the first point of contact for the students and guests within the residential community.

Duties and Responsibilities:

- Greet visitors in a warm and welcoming manner.
- Support the USH staff by effectively and efficiently performing administrative responsibilities as assigned.
- Assist in opening and closing buildings.
- Monitor all keys to ensure that our resident safety and security is intact.
- Manage package intake and distribution to residents.

Requirements

- Must be a current WCU student in good standing with the University

Please complete an application and submit to our website at <https://ush.wufoo.com/forms/university-student-housing-employment-application/>. Review of applications will begin immediately and will continue until the position is filled.

University Student Housing, LLC is an Equal Opportunity Employer. Applicants for positions are considered without regard to race, creed, color, country of origin, sex, age, citizenship, disability, sexual orientation or any other protected characteristics established by law.