Tutoring Center - Front Desk Manager

Role of the position: Front desk managers (FDM) assist with the day-to-day operations of the Tutoring Center on the 2nd floor of the Lied Library by managing the front desk where students check in and the operations and staff in the Tutoring Center. They serve as a primary point of contact for students and staff while they are on shift. The primary responsibilities of this position will be to ensure students check-in, manage the center and ensure students are getting tutoring, enforce policies with staff and students, and communicate and collaborate with colleagues.

Minimum Qualifications:
- Must be fully admitted to any degree seeking program at UNLV in a minimum of 6 credits
- Maintain good academic standing, at least a 2.75GPA
- Be able to build a good rapport with students and colleagues
- Be responsible and reliable
- Be able to manage multiple tasks at once
- Be sensitive to the varied needs of a diverse student body
- Be a team player and have a positive attitude
- Be able to work with diverse co-workers
- Exercise professionalism in dress and interactions
- Serve as a role model for staff and students
- Ability to lead and manage
- Communicate with the team
- Collaborate with the team

Preferred Qualifications:
- 3.0GPA or higher
- Management and leadership experience
- Exceptional written and oral communication skills
- Willing/available to work on Sundays (all or some) from 2p-8p

Dates of the Position:
- Tutoring is offered in the fall semester, spring semester, and summer sessions II and III
- The position will begin this month, and provided the employee is in good standing and would like to return they would be able to continue working in the Spring semester and onward

How to Apply:
- Complete the online application: https://unlv.co1.qualtrics.com/jfe/form/SV_bmioJPC6KpAmcmh
- Send the recommendation form to a current/previous employer or faculty member: https://unlv.co1.qualtrics.com/jfe/form/SV_e2rKSPM3UyyXY69L
- All applicants will be notified if they are selected for an interview

For more information about tutoring, visit our website at www.unlv.edu/asc/tutoring
If you have any questions, please contact Megan Bavaro at 702-895-3108 or megan.bavaro@unlv.edu