ASC Tutoring Locations – Front Desk Manager Position

Role of the position: Front Desk Managers (FDM) serve as student service and information providers. FDMs assist with the day-to-day operations of the ASC Tutoring Locations by managing the front desk and assigned tutoring environment. They serve as a primary point of contact for students and staff. Primary responsibilities of this position are to ensure students check-in, ensure students are receiving tutoring, enforce policies with staff and students, and communicate and collaborate with colleagues.

Eligible Applicants, Minimum Qualifications:

- Must be fully admitted to a degree seeking program at UNLV in a minimum of 6 credits (undergraduate)
- Have cumulative GPA of 3.0 or above
- Received a faculty recommendation from a UNLV Faculty through the Online Recommendation/Reference form found at https://www.unlv.edu/asc/applications
- Ability to work a minimum of 12 hours each week, including nights and weekends
- Exhibit high standards of professionalism in interactions with students, faculty and other ASC staff

Additional expectations of FDM include:

- Showing up for scheduled shifts on time and prepared to work
- Exhibit professionalism in dress and communication with students and colleagues
- Be collegial and work collaboratively with diverse student population and tutoring team
- Maintain at least a 2.75 semester GPA and a 3.0 cumulative GPA
- Attend all semester meetings/trainings (approximately two per semester) and skills development trainings as assigned.
- Serve as a role model for students and staff

Preferred Qualifications:

- Management and leadership experience
- Exceptional written and oral communication skills
- Administrative and data-tracking experience
- Willing/available to work during summer sessions

Dates of the Position:

- Tutoring is offered in the fall semesters, spring semester, and summer sessions II and III
- Provided the employee is in good standing they may continue working through future semesters.
How to Apply:

- Complete the online application found here: [https://www.unlv.edu/asc/applications](https://www.unlv.edu/asc/applications)
- Direct UNLV faculty member to complete the Online Recommendation/Reference form found at [https://www.unlv.edu/asc/applications](https://www.unlv.edu/asc/applications)
- All applicants will be notified if they are selected for an interview

For more information about tutoring, visit our website at [https://www.unlv.edu/asc/tutoring](https://www.unlv.edu/asc/tutoring)

If you have any questions, please contact [tutoring@unlv.edu](mailto:tutoring@unlv.edu) or call 702-895-3199