Warren Student Activity Center Associate / STDT 3

**Job Description:**
Warren is looking for a self-motivated, energetic student to be a key member of the Student Activity Center. This position provides an opportunity to develop management and organizational skills with a small, dynamic team. Under general supervision of the Fiscal & Facilities Coordinator, the Student Activity Center Associate is responsible for overseeing the Student Activity Center, a hub of the Warren residential area. Responsibilities include, but are not limited to:

**Core Responsibilities:**
- Provide exceptional customer service for students, staff, and visitors, including answering questions & providing resources.
- Monitor facility operations.
- Sort mail packages.
- Facilitate weekly programming.
- Other Special Programs/Events support tasks as assigned within classification.

**Qualifications:**
- Excellent interpersonal skills including verbal and written communication.
- Ability to maintain a strict level of confidentiality on all matters related to student and staff sensitive information and other job duties.
- Skill in using Microsoft Office programs, multiple line telephones and various office machines such as photocopier, scanner and fax.
- Ability to retrieve data from computerized databases.
- Strong customer service skills to clearly and effectively interact with individuals of varying ages, and cultural backgrounds, to provide information, resolve problems, make referrals and interact with the general public.

**Hours per week:**
8 - 10 hrs/week

**Desired Start Date:**
09/23/2019

Please contact Zach Roberts (znroberts@ucsd.edu) if you have any questions.