Title | Student Center Concierge

Job Type | Student Employee

Division | Drexel Campus Services

Department | Student Centers

Job Description |
A Student Center Concierge provide information regarding the Drexel Student Centers, Drexel's Campus, and the surrounding community via the phone and in-person. They will also provide fast, friendly, and professional service to students, faculty, professional staff, and guests of Drexel University.

Responsibilities include:
- Provide information regarding Drexel University and surrounding Philadelphia area
- Distribute mail and faxes to professional staff
- Approve and post flyers
- Basic office tasks
- Operate cash register
- Monitor the distribution of laptops and game equipment
- Monitor lost and found inventory
- Provide information regarding meetings, events, and functions throughout Drexel University
- Complete room counts while ensuring rooms are in standard set up
- Maintain a secure and safe environment
- Additional duties as assigned by Building Managers and Drexel Student Centers Administration

Minimum Education | N/A
Number of Positions | unknown
Campus | University City
Office Location | varies
Contact E-mail Address | dbs@drexel.edu
Primary Phone | 215.895.1000