Title | Student Center Concierge

Job Type | Student Employee

Division | Administrative and Business Services, Drexel Business Services

Department | Drexel Student Centers

Job Description |

The Student Center Concierge provides information regarding the Creese Student Center, Ross Commons, Drexel Campus, and surrounding community via the phone and in person. The Student Center Concierge must provide fast, friendly, and professional services to the students, staff, and guests of Drexel University.

Examples of Duties and Responsibilities

- Provide knowledge of Drexel University and surrounding Philadelphia area.
- Provide information regarding meetings, events and functions that occur on campus.
- Distribute mail and faxes to administrative staff.
- Distribute SEPTA monthly passes to students.
- Approve and post flyers.
- Operate cash register.
- Monitor the distribution of laptops, tablets, easels and temporary IDs.
- Monitor lost and found inventory.
- Additional duties as assigned by Drexel Student Centers Administration.

A strong marketplace is essential to recruiting and retaining today’s student. It is the mission of Drexel Business Services to operate and expand a marketplace that delivers high quality services that are customer responsive, built on strong internal and external partnerships, and is integral to the financial strength of Drexel University.

Drexel Business Services is a part of the Division of Administrative and Business Services, overseeing services for three campuses including campus dining, retail management, the university bookstores, vending, identification card services, the student centers, event and conference services, parking services, printing and mailing, and university housing.

Qualifications |

- Ability to communicate clearly in written and oral interactions.
- Able to work individually or as part of a team effectively.
- Excellent customer-service skills.
- Outstanding interpersonal skills.

Minimum Education | N/A
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<th>Number of Positions</th>
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<tbody>
<tr>
<td>Campus</td>
<td>University City</td>
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<tr>
<td>Location</td>
<td>Creese Student Center</td>
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<tr>
<td>Room Number</td>
<td>118</td>
</tr>
<tr>
<td>Contact Name</td>
<td>Megan Murphy</td>
</tr>
<tr>
<td>Contact E-Mail Address</td>
<td><a href="mailto:dbs@drexel.edu">dbs@drexel.edu</a></td>
</tr>
<tr>
<td>Primary Phone</td>
<td>215.895.2530</td>
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