



## EXCEL MATHEMATICS CENTER

### FRONT DESK ASSISTANT

### JOB DESCRIPTION

The primary duty of the front desk assistant is to greet all visitors to the center, and to acquaint new visitors to the layout and procedures of the center. Front desk assistants ensure that visitors sign in at the entrance of the center, monitor wait times for tutoring, answer the phone, check the center's email account, monitor supply levels, maintain the center printer, and maintain the appearance of the center.

Front desk assistants attend a short training before they begin work in the center, meet regularly with the center director or their team leader, and attend monthly staff meetings.

Additional duties may be assigned by the director or assistant director, for example, data entry, creation of marketing materials, or maintenance of the center's social media presence.

#### Front Desk Assistant Qualifications

- Excellent interpersonal and communication skills are required (determined in a personal interview).
- A desire to help others succeed.