

Interested in becoming a Front Desk Worker in the AARC/TLC?

Are you a current WKU student with excellent interpersonal communication skills? Are you familiar with Microsoft Office programs? Are you assertive and friendly? Is customer service a priority? Do you like working with the public and being seen as the "face" of an organization? Do you have at least a 2.5 GPA? If so, you might make an excellent Front Desk Worker in the AARC/TLC!

Our Front Desk Workers perform vital functions for the AARC. Most importantly our Front Desk Workers greet all visitors to the AARC/TLC (located in DSU A330) and our satellite locations (located in Keen Hall, McCormack Hall, FAC, and Pearce Ford Tower). These individuals also perform typical office functions including but not limited to: answering a multi-line telephone, returning phone calls, responding to emails, scheduling tutoring appointments, typing, and filing. Front Desk Workers also assist in maintaining accurate and timely TLC usage records.

If you are a detail oriented person who likes working in a fast paced environment, this could be the perfect position for you. Front Desk Workers will work a set schedule between 10 and 20 hours a week.

Operational hours for AARC/TLC are:

Sunday: 4:00 pm – 11:00 pm

Monday-Thursday 8:00 am – 11:00 pm

Friday 8:00 am – 4:30 pm

If you are interested in becoming student employee at The Learning Center, please complete the application and deliver it to the Academic Advising & Retention Center, DSU Annex, A330. All prospective student employees will go through an interview process and must be able to provide academic and personal references. All AARC student employees are required to complete a training process before beginning work.



The Learning Center is a program of the Academic Advising & Retention Center