

Adams State College
Student Affairs, Rex Activity Center

Work Study Job Description

Work Study Job Title: Front Desk Attendant
Job Description: Perform the following duties: exceptional customer service as front line manager of facility; handle all sales of membership fees; answer incoming telephone calls; track participants on an hourly basis; complete paperwork (injury reports, usage, balance sheets etc.).

School/Department: Student Affairs, Rex Center
Contact Person: Robbie Lopez
Address: Rex Center
Email: rlopez@adams.edu
Phone: 587-7018