



UNM

| *Residence Life & Student Housing*

# East & West Desk Attendants



Desk Attendants at the East and West Customer Service Desks play an essential role in delivering quality customer service to on-campus residents.

Desk Attendants are stationed at area desks located in Hokona Hall (West Desk) and Coronado Hall (East

Desk). Their primary duties include the following:

- Provide general administrative support and customer service to on-campus residents
- Answer phones, input work orders, track keys, and administer general transactions
- Perform routine inventory
- Communicate with department staff & constituents
- Assist in department projects, events, and initiatives



The DA position is a great opportunity for students to get some entry level work experience and to develop connections with other

students living in the on-campus residence halls.

If you are interested in becoming a Desk Attendant at the East or West Desks, we encourage you to:

- Live on-campus
- Work on enhancing your customer service skills and ability to pay attention to detail

Desk Attendant positions are recruited whenever a vacancy becomes available. Check UNM Jobs periodically for open positions.

Desk Attendants are compensated at \$8.50 per hour.

