

Desk Assistant Job Description
Academic Success Center & Math Lab

Qualifications

1. Be a currently enrolled Goodwin College student, undergraduate or graduate.
2. Possess a genuine desire to help others.
3. Must be outgoing and have a friendly and positive attitude.
4. Willingness to assist students, faculty and staff.
5. Work well in close contact with people of all ages.
6. Utilize refined communication skills.

Major functions or responsibilities of a desk assistant

1. Act as a resource guide for students, staff and faculty at Goodwin College by providing information on the Academic Success Center and Math Lab services.
2. Direct students to appropriate tutors and appointments
3. Keep record of students' performance and visitations to the ASC and Math Lab.
5. Maintain administrative duties:
 - Greet and schedule student appointments
 - Answer telephone messages and inquiries
 - Maintain student and other ASC and Math Lab records
 - Assist students and peer-tutors with materials, equipment, schedules, programs and procedures.
 - Assist in seminars or workshops
6. Maintain a professional attitude towards the job and students.
7. Attend staff meetings and training sessions designed to reinforce skills and enhance knowledge.

Do not turn this page in.



Desk Assistant Application Form
Academic Success Center & Math Lab
860.913.2090

http://www.goodwin.edu/Academic_Success_Center/

Name: _____ Date: _____

Student I.D. #: _____ Date of Birth: _____

Current Address: _____

Permanent Address: _____

Telephone #: _____ Other Phone #: _____

E-Mail/s: _____@student.goodwin.edu; _____

Other email: _____

Academic Classification: FR / SO / JR / SR / GR Major: _____

Name of professors who will send references (2 required forms attached):

Courses to be tutored: _____



Faculty Recommendation Form for Desk Assistant
Academic Success Center

Prospective Student Worker Name: _____

On the scale provided, circle the number that best rates the student: **High** **5** **4** **3** **2** **1** **Low**

Leave blank any statement you feel unable to judge.

- | | | | | | |
|---|---|---|---|---|---|
| 1. Student is punctual with assignments and attended class regularly. | 5 | 4 | 3 | 2 | 1 |
| 2. Student communicates effectively with instructor and peers. | 5 | 4 | 3 | 2 | 1 |
| 3. Student demonstrates personal integrity. | 5 | 4 | 3 | 2 | 1 |
| 4. Student is motivated to do well in his/her studies. | 5 | 4 | 3 | 2 | 1 |
| 5. Student is sensitive to the needs of others. | 5 | 4 | 3 | 2 | 1 |
| 6. Student displays leadership qualities (ability to inspire others) | 5 | 4 | 3 | 2 | 1 |

COMMENTS: Your specific and descriptive comments on this student are strongly encouraged. Faculty involvement in selecting desk assistants is essential to the success of the Academic Success Center and Math Lab. Thank you for your support.

Signed: _____ Date: _____

Please Print Name: _____ Department: _____