

Desk Attendant

Classification	Non-Exempt, Part-time, Academic Year
Department/Division	Campus Safety and Security/Business Affairs
Reports To	Security- Shift Supervisor

About King's

King's College is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. King's pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community.

We offer competitive total rewards, tuition remission for employees and their dependents, 403(b) plans, and generous paid-time-off and holidays. Our culture is driven by our commitment to our mission, our community and our friendly, knowledgeable faculty and staff.

EEO Statement

King's College does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors. We celebrate diversity by fostering a welcoming and inclusive environment where each member of King's College feels respected with a sense of belonging.

Job Function

Provides an element of security to Resident Hall(s). Responsible for controlling access into Resident Hall(s) and the Scandlon Gym. Provides Security into facility assuring access permitted only by authorized persons. This position is considered part of the essential personnel duties of the college.

Essential Elements

- Check all identification cards of students, guests, and visitors upon their entrance into a Resident Hall or the Scandlon Gym. Updates visitor logs and assists visitors and students.
- Thorough knowledge of college policies, rules, and regulations pursuant to personnel and security manuals.
- Periodically checks fire alarm procedure and other emergency requirements.
- Is courteous and establishes good rapport with all faculty, staff, students, and visitors.
- Deals with emergency situations by contacting appropriate college personnel and departments, such as Security Services and the Director of Residence Life.
- Maintains accurate records of facilities used, and security closing log.
- Deals with emergency situations by contacting appropriate college personnel and departments, such as Security Services or Department Heads.
- Provides good customer service to all persons using the Scandlon Gym facilities.
- Secures premises at the end of duty.
- Appropriate use and management of a King's College email account.
- Use and management of a King's College Self-Service account.
- Monitors cameras in Resident Halls and Scandlon Gym facilities.
- Performs other duties or assignments as directed, requested, or assigned.

Required Skills, Training, and Experience

- High school Diploma or Equivalent. Work experience commensurate with responsibilities.
- Responsible, reliable and willing to modify their schedule to assist when needed.
- The ability to relate well with people in a courteous and pleasant manner; ability to speak clearly and communicate effectively; ability to deal with emergency situations in a calm and effective manner.

Physical Conditions

- Ability to sit or stand for long periods of time. Ability to resolve physical disputes, if necessary.

Internal applicants please submit your materials to hrjobs@kings.edu by 12/24/23.