

March 1, 2024

Hello, {{PreferredName}}

Are you an undergraduate student looking for a job right outside your door? Do you want to feel like you're a vital part of the UC community? **Become a Desk Assistant TODAY!**

**University Housing's Desk Assistant (DA) application is open now!** The application will remain open until **March 25 at 12:00 p.m. (noon)**.

Desk Assistants (DAs) are students who provide customer service to residents, guests, and visitors who approach the residence hall service center desks. They are vital to the operation of the residence hall communities!

What else does a Desk Assistant do? Some essential functions of the role include:

- Greet and assist residents, guests and visitors
- Promote and foster an inclusive community in the residence halls
- Assist with student check-ins and checkouts
- Distribute and handle keys
- Check out hall equipment and distribute hall resources
- Submit maintenance and housekeeping requests as directed
- Answer the telephone and provide positive customer service
- Reporting and responding to emergency situations
- Act as a representative of the University of Cincinnati and University Housing and role model for residents, guests, visitors and co-workers
- Serve as a contact point for University Housing professional staff
- Participate in all staff meetings, trainings and in-service meetings

Required Qualifications:

- Enrollment in a UC undergraduate or graduate program
- Maintain a minimum GPA of 2.5

**With flexible hours, close locations, networking opportunities, who *wouldn't* want to be a Desk Assistant? If this job sounds like a great fit for you, [\*\*APPLY NOW!\*\*](#)**

For more information about the DA position, such as job duties or Frequently Asked Questions (FAQs), please visit the [\*\*Desk Assistants page\*\*](#) on our website. If you have any questions, please feel free to contact us at [\*\*housingstaff@uc.edu\*\*](mailto:housingstaff@uc.edu) and we will be happy to help.