



Academic Success Center

Front Desk Assistant

Position Summary:

The Academic Success Center (ASC) is looking for a Front Desk Student Receptionist. This position is vital to the efficient and effective functioning of the Academic Success Center (ASC) and our Tutoring Services. You will be the first person people meet when they enter the ASC and first impressions are important. Therefore, we are looking for students who have a positive attitude, take initiative, and value both their own and others' experiences on campus.

Pay: \$8.25 an hour. Preference to students who have been awarded work study.

To Apply: Complete [online application](#). Email questions to Heather.Carroll@uwc.edu.