

## **Night Desk Worker Job Description**

Night desk workers are hourly staff members, generally graduate students, who monitor the front desks of Baldwin, McAuley, Ryan, and Warde Halls between 12:00 midnight and 8:00 a.m. Night Desk Workers enhance security, provide residents with information about the University and larger community, register guests, answer phones, and monitor the lobby areas.

Night desk workers are responsible for reporting problems or concerns to the Resident Assistants, Hall Directors, or Assistant Directors of Residence Life and Student Conduct.

The compensation is an hourly wage of \$11.25 for 24 hours per week (for a maximum of up to \$9,000 during the academic year).