

Park View Community Mission Life Skills Institute Check-In Associate

Description of Position

The Check-In Associate is responsible for checking in students at the front desk, including greeting them warmly, logging them in the electronic system, and showing them where class will be held. This individual will be responsible for ensuring the comfort of students as they arrive by offering them to visit the self-serve coffee bar for coffee, tea, or water. Another responsibility will be to assist the director with clerical work, including filing and organizing check-in and class information. This will assist in the director's reporting procedures, both internally and externally to colleagues and supervisors. Hours of Operation are typically between 9:00am-3:00pm, Monday, Tuesday, and Thursday.

The student will report to the Liberty University Federal Work Study Coordinator and Park View Director of the Life Skills Institute. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office
Student Service Center in Green Hall
1971 University Blvd
Lynchburg, VA 24515

Park View Community Mission
Life Skills Institute
2323 Memorial Ave Suite 26
Lynchburg, VA 24501

Job Responsibilities

- Greet and check in visitors, welcome with refreshments
- Assist director with clerical work, filing, and record-keeping
- Assist director with other duties as assigned

Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

Pay Rate: \$14 per hour

Length of Employment: Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. To apply, click here: https://careers.liberty.edu/?job_posting=R0001083.