



Figure 1 Bellevue College Logo

Bellevue College Housing

Desk Attendant Position Description 2020-2021

Position Summary

Bellevue College Housing provides safe, inclusive, and educationally-driven living and learning environments to Bellevue College students through quality facilities, academically-relevant support services, and intentional engagement with staff and resources.

Desk Attendants (DAs) are selected to provide general housing services to residents.

As managed by the Residence Life Coordinator and Director of Housing, the DA assumes an administrative role in the development of a respectful community within the Residence Hall. DAs are expected to demonstrate effective communication skills, time management skills, an appreciation for differing viewpoints, willingness to accept responsibility, and a sincere interest in helping others.

The successful DA candidate will demonstrate a commitment to Bellevue College's mission, values, and commitment to pluralism; a sensitivity and care for students and guests from diverse backgrounds, experiences, and identities; and the proven ability to effectively balance academic, work, and personal responsibilities.

Qualifications:

Academic Standing

Required at time of appointment:

- Half-time student (minimum of 6 credits) at Bellevue College.

College Experience

Required at time of appointment:

- Candidate must be in good behavioral standing with Bellevue College and Bellevue College Housing.
- Living in Bellevue College on-campus housing for the duration of employment is *preferred*.

Desk Attendant Position Responsibilities

Community Interaction

- Identifies and offers assistance to students, staff, and visitors who have questions, concerns, or who need general assistance.
- Refers students as necessary to appropriate professional staff.
- Encourages residents to utilize campus and community resources.
- Preserves the confidentiality of personal interactions with students, when appropriate.

Safety, Security, and Emergency Responsibility

- Assists in maintaining a safe and secure environment for residents by reporting concerns to appropriate personnel.
- Performs staff duties in the event of emergency situations in the residence hall.
- Works with staff in the building to address emergency maintenance and housekeeping issues.

Administrative Responsibility

- Maintains effective and regular communication with the Director of Housing and other staff, as appropriate.
- Works cooperatively with other Desk Attendants, student employees, professional staff, and support services in the residence hall.
- Responds to in-person and phone questions and concerns in a respectful and professional manner.
- Performs tasks associated with receiving, sorting, and distributing resident mail.
- Maintains an inventory of resources in use by residents within the community.
- Participates in staff meetings, supervisory meetings, and provided training opportunities, when required or requested by staff.

For questions about the Desk Attendant position or application process, please contact the Residence Life Coordinator, Becca Cole, at (425) 564-1701 or Becca.cole@bellevuecollege.edu

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