



Bellevue College Housing

2022-2023 Desk Attendant Job Description

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 and Requirements

Academic Standing

At the time of appointment, students must...

- Be a half-time student (minimum of 6 credits) at Bellevue College.
- Have completed the [Bellevue College COVID Vaccine Attestation](#) process for students. Note that, once hired, students may be required to complete the Attestation for employees.

College Experience

At the time of appointment, students must...

- Be in good behavioral standing with Bellevue College and Bellevue College Housing.
- *Preferably*, be a resident of Bellevue College Housing and remain so for the duration of employment.

Special Conditions

- Prior to start of employment, finalists(s) for this position will be subject to a pre-employment background check as a condition of employment. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant's suitability and competence to perform in the position.
- This position serves as a designated [Campus Security Authority](#), as defined by the Jeanne Clery Act.

Compensation

As compensation for 2022, DAs will be compensated as follows...

- Up to 20 hours a week at \$14.49 per hour at the Housing front desk (2022). Wages will be updated in 2023 to reflect the new Washington State minimum wage.

Bellevue College does not discriminate on the basis of race, color, national origin, language, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at www.bellevuecollege.edu/policies/. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2266, Office R130.

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, following FERPA guidelines.

Safety, Security, and Emergency Support

- Assists in maintaining a safe and secure environment for residents by reporting concerns to appropriate personnel.
- Services and tracks updates to resident keys according to Housing procedures.
- 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 Tasks

- Maintains effective and regular communication with Housing professional staff, Resident Assistants, and fellow Desk Attendants, as appropriate.
- Provides in-person services to residents and 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, as assigned.
- Maintains an inventory of resources in use by residents within the community.
- Participates in staff meetings, supervisory meetings, and provided training opportunities, when required.
- Complete all paperwork, desk logs, and records maintained at the Housing Front Desk, as trained and required.

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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