



Bellevue College Housing

2024-2025 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, 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 equity, diversity, and inclusion; 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 should...

- Be a half-time student (minimum of 6 credits) at Bellevue College for the duration of employment.
- Maintain a minimum cumulative and quarterly GPA of 2.50 at time of appointment and throughout duration of employment.

College Experience

At the time of appointment, students should...

- Be in good behavioral standing with Bellevue College and Bellevue College Housing.
- 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 the 2024-2025 academic year, DAs will be compensated as follows...

- Up to 20 hours a week at \$18 per hour at the Housing front desk.

Desk Attendant Position Responsibilities

Community Interaction

- Develops positive relationships with students and guests within the Bellevue College Residence Hall.
- 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.
- Confronts inappropriate behaviors and equitably enforces the Bellevue College Housing Community Standards and Bellevue College Student Conduct Code by identifying, stopping, and reporting policy violations to appropriate staff.
- Provides written documentation of incidents to appropriate staff using defined reporting guidelines.
- Performs assigned/delegated duties in the event of emergency situations in the Residence Hall.
- Services and tracks updates to resident keys according to Housing procedures.
- Communicates with staff to address emergency maintenance and housekeeping issues.
- Participates in required training for and serves as a Bellevue College designated Campus Security Authority (CSA), as defined by the Jeanne Clery Act for Security on Campus.
- Participates in required training for CPR/First Aid/AED certification and Opioid Overdose Response procedures.
- Complies with all Bellevue College policies, as well as all local, state, and federal laws.

Administrative Tasks

- Works cooperatively with other RAs, student programming staff, front desk attendants, and the Residence Hall Council.
- Maintains effective and regular communication with Housing professional staff, Resident Assistants, and fellow Desk Attendants, as appropriate.
- Performs special tasks to prepare for, implement, and follow-up on move-in and move-out events.
- 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.
- Participates in designated campus-wide activities and events as a representative of the Housing department.
- Regularly reviews and reflects on training materials and stated procedures in order to remain familiar and compliant with RA expectations.
- Participates in required training for and complies with Family Educational Rights and Privacy Act (FERPA) confidentiality requirements.
- Completes all paperwork, duty logs, desk logs, and records maintained by the Housing Office, as trained and required.
- Other duties as assigned or needed by the Residence Hall community.

For questions about the Desk Attendant position or application process, please contact Becca Marion at (425) 564-1701 or becca.marion@bellevuecollege.edu.