



# Bellevue College Housing

## 2025-2026 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 Director of Housing and Housing Operations 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 at least 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

For the 2025-2026 academic year, DAs will be compensated as follows...

- Up to 19 hours a week at \$18.75 per hour at the Housing front desk.

Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, veteran status, 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/](http://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, 425-564-2178, Office B126.

## Desk Attendant Position Responsibilities

### Community Interaction

- Develops positive relationships with students and guests within the Bellevue College Residence Hall.
- Identifies and offers help 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 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.
- Utilizes the Housing Master Key only when needed in cases of resident lockouts, BC Campus Operations entry, or other instances approved by the Director of Housing or designee.
- 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.
- Complies with all Bellevue College policies, as well as all local, state, and federal laws.

### Administrative Tasks

- Works cooperatively with RAs, front desk attendants, and other Housing staff.
- Maintains effective and regular communication with Housing professional staff, Resident Assistants, and fellow Desk Attendants, as appropriate.
- Escorts BC Campus Operations staff, as well as approved external contractors, throughout the building and supervises these individuals while in residential areas and resident units.
- Supports Housing operations and processes including, but not limited to: room changes, health and safety inspections, room condition reporting, 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 Housing.
- Regularly reviews and reflects on training materials and stated procedures to remain familiar and compliant with DA expectations.
- Provides academic course schedule and commitments by the stated deadline each quarter for the creation of the next quarter's schedule.
- Participates in required training for and complies with Family Educational Rights and Privacy Act (FERPA).
- Completes all necessary written reports properly and on time, including desk logs, access logs, check-in and check-out forms, and other forms critical to Housing operations.
- Other duties as assigned or needed by the Residence Hall community.

For questions about the Desk Attendant position or application process, please contact Payton Ashton at (425) 564-4151 or [payton.ashton@bellevuecollege.edu](mailto:payton.ashton@bellevuecollege.edu).

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