

**The Experts Knowledge Base is retired as of December 18, 2020. Check out the new [Help Desk Service Portal](#) for the new Knowledge Base. Private team spaces remain available.**

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## 2013 February Job Duties for Front Office Person

Created by Unknown User (anm11) on Sep 16, 2013

Here are the specific tasks I think whoever occupies M100 should be expected to perform:

1. Greet and help all who need it – “I don’t know” is not an answer – find the answer
2. Keep copy machine operating and full of paper – have contact info for service person. Take jobs over to Looney and make copies for faculty when copier is down.
3. Deal with machine problems in break room (ie. “it ate my money”) Have contact info.
4. Have keys to help those locked out of rooms (it happens)
5. Help students/staff locate faculty. Keep office hours posted. Take messages, pass them on, see that faculty get them.
6. Make copies for faculty
7. Go get our mail from the Broadway building
8. Manage mailboxes for faculty, distribute texts, etc.
9. Be present, mentally and physically willing to help with any tasks
10. Specifically for Kathy Morrison:
  - a. Help me manage LWE Advisory Board. Get letters out for spring meeting and do follow up phone calls.
  - b. Work the roster – make calls and get e-mail addresses so we can communicate more efficiently.
  - c. Help me set up service learning projects by making phone calls to Circuit Judge’s office and in election years to area county clerks to help me find slots for students.
  - d. Be free to contact techies when technology fails to functions (it happens) during a class period.
  - e. Assist in putting admins evals together
11. Specifically for the Tutoring Center
  - a. Collate Tutor Evals
  - b. Put together various data sets
12. Resupply – get toner, dry erase markers, pens etc. from Margie.
13. Send Faxes
14. Call and schedule advisees plus follow up on no shows.
15. File paperwork and let faculty know what’s been done- Ex: Dual Credit and Per Course Syllabus.
16. Assist with any necessary support for faculty initiated extra activities for students. (Science fair, STEM Expo, contests etc. in Melton)
17. Add items to master calendar for faculty (Science fair, etc.)
18. Have access to room schedules to direct people to where meetings/events are scheduled.
19. Provide signs for cancelled classes.
20. Prepare letters and other mailings, put on postage for faculty and programs (e.g. Elder Mountain, Ozark Studies Symposium, etc.)

