

Student Worker – Alabama Department of Archives and History

Administrative Division – Visitor Reception Desk Attendant Job Description

Student worker position at Alabama Department of Archives and History receiving visitors and guests and assisting them throughout their visit.

Pay Range:

\$8.50 per hour for an undergraduate student

\$10.00 per hour for a graduate student

Daily Responsibilities:

- Greet visitors upon arrival. Provide a general overview of everything there is to see and do at the Archives
- Sign the guests in using our visitor registration system
- Answer various questions for visitors including what we do, the nearest restaurants, and Montgomery points of interest.
- Receive guests for appointments with staff members, notify staff members that meeting guests have arrived
- Sign-in all tour groups using the visitor registration system
- Manage front desk and brochure rack tidiness

Other Responsibilities as necessary:

- Assist in Museum Store with large groups
- Assist with occasional office-related duties such as helping with mailings, proofreadings, etc.

Requirements:

- Availability at least 20 hours per week between the hours of 8:30 AM-4:30 PM Monday-Friday
- Friendly and courteous
- Comfortable with technology including phones, tablets, and internet WiFi
- Basic knowledge of the Microsoft Office Suite (Word, Excel)
- Knowledge of the downtown Montgomery area preferred but not required

Hours:

- 20 – 25 hours per week

Submit completed ADAH Student Application Form and resume to Mary Haynes Furman at maryhaynes.furman@archives.alabama.gov or call, 334-353-4636, for more information.



STUDENT WORKER POSITION- VISITOR RECEPTION DESK ATTENDANT