

# UNIVERSITY OF DALLAS

## Information Center Part Time Summer Help Wanted

### JOB POSTING INFORMATION

#### Job Description

- Welcome and direct visitors by greeting them, in person or on the telephone, providing general information about campus. Answers, transfers and directs incoming calls using a computerized database for information access.
- Other projects as they arrive

#### Skills Required:

Good interpersonal and communication skills  
Basic computer skills  
Attentive, positive, caring, outgoing, and professional demeanor

#### Required Hours

Flexible Hours

This Position is for Undergraduate and Graduate students

### HIRING SUPERVISOR CONTACT INFORMATION

Contact Name:	Gladys Palacios
Phone:	972-721-5000
Email:	gpalac@udallas.edu

### APPLICATION PROCEDURE

x E-Mail