CENTER DESK SUPERVISOR

POSITION DESCRIPTION

Center Desk Student Supervisors are responsible for the effective operation of the Norris Center Desk through their coordinated efforts and those of their student staff. Comprising part of the administrative body of the Center Desk, they direct operations within the office when the Operations Manager is unavailable.

HUMAN RESOURCES DETAILS

<table>
<thead>
<tr>
<th>Shifts:</th>
<th>8-12 hours/week • Mornings, evenings, and weekends available</th>
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<tbody>
<tr>
<td>Starting Wage:</td>
<td>$14.00/hour (this may increase depending on minimum wage increases)</td>
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<tr>
<td>Reports To:</td>
<td>Operations Manager</td>
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ESSENTIAL FUNCTIONS

Center Desk Student Supervisors (CDSS) report directly to the Operations Manager. The CDSS assume various roles in the performance of their responsibilities. These include serving as: supervisor and information resource for the Center Desk staff, ticket sales advisor, sales agent, and customer service representative to all clients and guests who enter Norris.

As immediate supervisors to the Center Desk staff, the CDSS interview, hire, train, and schedule Center Desk Attendants. They ensure that other student staff know how to perform their responsibilities, support all appropriate functions related to Center Desk and Box Office transactions and are kept informed of new sales events, new policies, and service issues.

Other CDSS responsibilities include:

- Ensuring that staff maintains an organized, clean, and presentable area.
- Identifying and managing staff projects.
- Ensuring accurate fiscal management.
- Responding to inquiries from the Cashiers Office and SOFO.
- Covering shifts (both regular and unexpected openings) that are not filled by student employees.
- Maintaining user statistics, database management, income reports and annual reports.
- Generalizing service issues to ensure that office procedures are current and relevant.
- Meeting weekly and as needed with the Operations Manager and Operations Graduate Assistant.
- Coordinating and facilitating staff meetings on a bi-weekly basis for Center Desk Attendants.
- Participating in Norris University Center orientation, training, assessment and evaluation programs, including fall Jumpstart training and all-staff training in winter.
- Other duties as assigned.

MINIMUM SKILLS AND QUALIFICATIONS

- Current Northwestern University Undergraduate Student
- Very good organization skills
CENTER DESK SUPERVISOR

- Discreet, conscientious and possessing a dependable work ethic
- Good written and verbal skills
- Cash handling skills and experience
- Ability to focus in on details while maintaining a “big picture” perspective
- Very good problem solving and decision making skills
- History of performance within an environment focused on team participation and customer service
- Ability to work independently and proactively on projects and tasks
- Innovative critical thinking skills
- Experience within a customer service oriented environment
CENTER DESK SUPERVISOR

OUTCOME EXPECTATIONS AND RESPONSIBILITIES

CUSTOMER SERVICE

Customer Interaction – articulates clearly and listens to customers, maintains good eye contact and focuses on individual customer, and puts the customer first
  o Proactively acknowledges persons near the desk to determine if they need assistance
  o Provides equal attention/service to all persons at the desk and service counter
  o Ensures that customer information is secured according to NBO/University policy

Presentation – positive image and reflection of self and the Norris Center
  o Maintains a positive helpful demeanor with customers throughout the interactions
  o Dresses in an appropriately conservative manner and does not wear items that would distract or inhibit communication with the customer—this includes audio equipment, hats, etc.
  o Wears nametag
  o Monitors Center Desk staff to verify that they keep area clean—free of clutter, books and food—and conducive to good customer service

Customer Satisfaction – follows through with customers in order to meet their expectations for service, and is persistent and creative in meeting customer needs
  o Repeats ticket order to the customer before fully executing sales transaction
  o Verifies that the requested transaction was performed as intended by the customer—including verifying that the tickets were issued correctly by event, date and time, and quantity.
  o Gives accurate information after verifying with resources. If assumptions/conclusions are unavoidable by customer request, clearly identifies these assumptions/conclusions as such.
  o Accepts responsibility for answering customers’ questions whenever possible—including questions about University events/items not directly related to the Box Office—by using available resources such as the Internet or departmental phone numbers at Norris or the greater University.
  o Reports customer issues to the Operations Manager, Box Office Supervisor, or Financial Administrator as needed.
  o Follows up with event sponsors to ensure that sales terms and information formatting is appropriate.

RESPONSIBILITY

Attendance – arrives on time for shifts, works during scheduled hours and makes arrangements for replacements as needed
  o Is available for Norris training sessions immediately prior to the start of the academic year and as scheduled
  o Ensures desk coverage through prompt scheduling of student staff and fills in when needed
  o Abides by work schedule by incorporating it into overall personal schedule
  o Uses electronic timekeeping system to swipe in/out for scheduled shifts and signs in/out on attendance sheet

Accuracy – is precise and works within allotted time frames, acknowledges when mistakes or missed deadlines occur and notifies supervisor appropriately
  o Uses time effectively to accomplish internal tasks.
  o Controls money, tickets, and patron information while providing good customer service.
  o Handles payments responsibly and verifies cash according to NBO policy when accepting and dispensing it.
  o When billing, verifies final sales by way of documentation provided by the NBO ticketing systems and the Cashiers Office deposit receipts.

Accountability – makes appropriate decisions regarding behavior, recognizes and accepts consequences of actions, and acts in a dependable manner
CENTER DESK SUPERVISOR

- Handles errors effectively by verifying procedures and communicating issues to the other CDSS and relevant Professional Staff Members, with respect to issues raised previously within the office in general and possibly yet to be resolved
- Accepts direction as a way of gaining knowledge and improving future performance
- Gives direction to help develop staff and improve Center Desk functions and systems

**Job Knowledge** – knows job description and understands what the job entails, knows relevant information and policies, and seeks clarification when needed
- Understands all general tasks and responsibilities of being a Center Desk Attendant and Supervisor
- Understands the functioning of the ticketing systems used in the office enough to create events and advise event producers
- Understands NBO sales, distribution and payment policies enough to be able to determine if changes are necessary and to suggest new policies if needed
- Understands office security, payment processing and cash handling as required processes for all to follow within Center Desk and is able to train Center Desk Attendants on them
- Asks questions and provides feedback to better develop personal knowledge and to contribute to the knowledge and awareness of Center Desk Attendants
- Attends personal and staff development opportunities willingly and with an open mind
- Possesses general knowledge of Norris University Center functions and layout
- Possesses general knowledge of the campus to better inform guests and staff
- Knows the hierarchy of the Norris Business Operations department and the administrators to contact as needed
- Has perspective of the CDSS role as it relates to the Norris University Center mission

**TEAMWORK**

**Communication** – communicates information to team members, customers, and team leadership, and displays ability to adjust communication style appropriately
- Verifies with the Payroll Specialist that all desk staff have completed the necessary paperwork before being placed on work shifts
- Creates clear work shift schedules and communicates them to the desk staff via Shiftplanning.com
- Maintains a current list of contact information (phone and e-mail address) for each NBO and Center Desk staff member
- Provides necessary updates, verbal and written, to staff members, and the other CDSS regarding new sales events or office issues
- Speaks with appropriate levels of respect and tone when addressing customers, Norris visitors, supervisors and all Northwestern employees

**Group Participation** – attends team meetings and contributes to dialog, and supports others and appropriately adapts behavior in response to team needs
- Works with the other CDSS and Box Office Supervisors to handle NBO operations effectively with minimal duplication of effort and disruptions due to lack of communication
- Contributes effectively during meetings, sessions and events—demonstrating enthusiasm and support for coworkers, while demonstrating sensitivity and honesty when addressing negative issues requiring remedy
- Approaches tasks related with being an CDSS as necessary to the overall collaborative success of the team within the Center Desk as well as the team within Norris
- Is willing to participate in Norris-wide initiatives directed at student development
- Makes it a point to keep in touch with all staff members individually throughout a quarter regardless of whether their shifts coincide

**Values Difference** – relates well with team members from diverse backgrounds, interests, and values, and understands, recognizes and behaves appropriately when cultural differences exist
- Sensitive to the diverse and varying needs of all Norris visitors and Northwestern employees
LEADERSHIP

Risk Taking – demonstrates willingness to think creatively in order to improve quality, and takes risks and encourages evaluation of processes
  o Uses established procedures as a basis for handling issues not encountered previously
  o Understands that taking responsibility of service issues and responding to them with purposeful, well-reasoned and effective action are behaviors that are expected of a CDSS
  o Is willing to accept correction maturely if a decision was based on a lack of information or a faulty understanding of priorities or policy without letting it lead to reduced risk taking or second guessing

Goal Orientation – demonstrates effective planning and visioning of the future, and pushes self and others, when necessary, to accomplish goals
  o Prioritizes tasks according to the workflow being experienced by the office
  o Anticipates what will be needed for a successful sales event and discusses non-routine items with the Center Desk staff.
  o Appropriately encourages, directs and assists Center Desk staff
  o Openly seeks means to further develop ethics and values in the role of CDSS

Collaboration – fosters collaboration in their team and in the organization, and empowers others to act and strengthens their ability to do so
  o Demonstrates collaborative effort by working with attendants to complete the everyday tasks necessary for Center Desk to record transactions appropriately and ensure that all customers (present and by correspondence/voicemail) are served
  o Emphasizes effective resolutions and learning rather than blame in dealing with non-routine service issues
  o Keeps Center Desk staff informed of developments in other Cash Operations areas and Norris University Center, revealing how it may affect the Center Desk or how the staff may assist

Clarification of Values - can articulate personal and professional values and belief system, and sets the example for team and peers, acts as a role model
  o Demonstrates an exceptional work ethic as a matter of course and as such serves as an example of model student staff behavior
  o Conveys an admirable personal ethic to professional staff and peers

Empowerment – recognizes individual and group contributions, and celebrates accomplishments and encourages others to act and make decisions
  o Acknowledges the work achievements of staff members
  o Is supportive of others’ personal accomplishments and celebrates them openly with the staff
  o Encourages staff to appropriately share opinions and ideas with respect to Center Desk operations
  o Introduces Center Desk staff to others at Norris who may be able to assist in their personal development

AUTONOMY

Enforcement of Policies – uses and upholds rules and guidelines of job, and makes appropriate exceptions when the situation calls for it
  o Performs regular duties as required by operating procedures without needing instruction to do so
  o Verifies with Center Desk Supervisor and Cashiers Office that policies and procedures are being followed
  o Makes judgment calls on the interpretation of Center Desk and Norris University Center policies as required

Initiative – demonstrates ability to initiate action and contribute ideas to improve area, and works well with minimal supervision
CENTER DESK SUPERVISOR

- Assesses what tasks not assigned regular time benchmarks can be done without drawing resources from customer service or other benchmarked responsibilities
- Stays on task with respect to supervisory responsibilities without constant advisement and direction
- Uses role as CDSS to better the Center Desk and Box Office in its operations and how effectively it contributes to the Norris University Center mission

 Decision Making – displays ability to make good choices, and understand how to use his or her talents and skills to best accomplish tasks
  - Capable of effectively operating the Center Desk in the absence of attendants through personal decision making processes

 Problem Solving – deals with unforeseen situations professionally, and is adaptable, flexible, and able to work under conditions of ambiguity
  - Is able to extrapolate from polices and previously resolved situations to address problems
  - Is aware of the basic principles addressed by Center Desk policies and is able to weigh their relevance to a situation when attempting to resolve it

 MANAGEMENT

 Self-Confidence – maintains and projects an optimistic perspective, and accurately assesses and articulates personal strengths and weaknesses
  - Comes to work prepared and dedicated to the position and the task of the day
  - Openly discusses personal abilities and challenges with the Operations Manager through regular communication and discussion

 Personal Management – manages energy and circumstances to meet deadlines and accomplish specific tasks and outcomes, and manages time effectively
  - Keeps and upholds personal scheduling goals and tasks
  - Balances life, school and work commitments well do perform optimally as an CDSS
  - Participates in student-focused University workshops focusing on diversity and personal development as wonded or directed

 Personnel Management – clearly communicates individual and group performance expectations, and uses instructive feedback and evaluation in a positive manner.
  - Models excellent behavior and sets equal expectations of attendants
  - Provides ongoing feedback to Center Desk Attendants
  - Conducts mid-year and final evaluations of staff as part of a Norris-wide initiative
  - Internalizes the fundamental bases of suggestions and constructive feedback toward implementation

 Reporting – develops clear and concise reports on status of operation using appropriate language and data and is prompt in submitting reports
  - Completes required reports effectively, efficiently and appropriately
  - Keeps to all deadlines and general timeliness