

GSC LOUNGE MANAGER

Job Title: GSC Lounge Manager

Department/Organization: AS&E Graduate Student Council

Reports to: GSC Treasurer / Executive Board

Last Revision Date: August 21, 2012

SUMMARY

Take responsibility for the day-to-day operations of the GSC Lounge and its office. Duties include general clerical, receptionist, and office management-based work. Project a professional organizational image through in-person and phone interactions. The job requires a work load of 5-10 scheduled hours per week, with the general expectation of 1-2 hours of additional work per week (on an as-needed basis) for on- and off-campus errands and taking care of other concerns and issues as they arise.

PRIMARY RESPONSIBILITIES

1. Answer telephones and any direct questions that lounge users may have.
2. Ensure that the GSC Lounge is clean and organized including vacuuming the space regularly and ensuring that books, furniture, and West Cafe are in good order.
3. Handle payments for GSC ticket sales and document all transactions.
4. Ensure that printers, computers, and other electronic equipment are in working order, taking action to resolve any issues.
5. Maintain and update room reservations system (i.e., GSC Conference Room).
6. Order supplies such as coffee and accessories, toner, and other copier-related items; inform the GSC Treasurer of the need to restock office/cleaning supplies.
7. Keep an updated working schedule for all members of the GSC Lounge staff, taking into account changes requested by other workers.
8. Make bi-weekly or monthly (as needed) deposits of GSC moneys to the Office of Campus Life.
9. Purchase bulk food and beverage supplies at BJ's or Costco wholesale on a monthly basis and make timely requests for reimbursement.
10. Manage keys, locks, and lockers to ensure security and efficiency of use.
11. Serve as main point-person for dealings with UIT, ABM (janitorial services), and other Tufts affiliates that enable the continued operation of the GSC Lounge.

ADDITIONAL RESPONSIBILITIES

1. Attend all Graduate Student Council General Meetings.
2. There is an opportunity to continue working through the summer semesters. Availability during this time is a plus. Notice of availability for the summer is required by the start of the spring semester.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Knowledge of Microsoft Office and telephone protocol. Duties require professional verbal and written communication skills.
2. Aptitude for maintaining an inventory and managing backstock.

WORKING CONDITIONS

Working conditions are normal for an office environment.