Main Desk Attendant (3 positions)
Illini Union
University of Illinois at Urbana-Champaign

Under general supervision from a designated supervisor, employees in this classification provide informational services and sell miscellaneous articles to the general public at a central location or facility.

A Main Desk Attendant typically:

• issues change for operating unit operations
• provides information regarding the operating unit, campus, and local community
• registers, posts charges, and checks out guests for the operating unit guest rooms
• supervises assigned student employees
• sorts incoming and outgoing mail and sees that it is delivered promptly to the office addressed
• receives and checks billing on merchandise and news deliveries
• receives and relays telephone messages for guests using operating unit facilities
• takes guest room and dining room reservations
• issues keys, playing cards, chess sets, and similar items for use by students and staff
• prepares change and daily cash reports
• receives payments on account from customers of the operating unit
• performs other related duties as assigned

Minimum Qualifications:
High school graduation or equivalent

For more information about this classification:
https://www.succs.illinois.gov/documents/ClassSpecs/htm/spec0545.htm

These Main Desk Attendant positions are 100%-time, benefits-eligible civil service positions (37.5 hours per week, 12 months per year). The work schedules are as follows: (1) Monday, Tuesday, Friday, 11:00 a.m. to 7:30 p.m. and Saturday – Sunday, 7:00 a.m. to 3:30 p.m. (2) Monday - Friday, 7:00 a.m. to 3:30 p.m. (3) Tuesday, 11:00 a.m. to 7:30 p.m., Wednesday – Thursday, 7:00 a.m. to 3:30 p.m., and Friday – Saturday, 3:00 p.m. to 11:30 p.m. The minimum salary is $14.352 per hour.

Application Procedures:
To apply, submit a Civil Service application at jobs.illinois.edu and an exam request form for Main Desk Attendant. Documents such as college transcripts (unofficial are accepted), resumes, driver’s license, professional licenses, and certifications should be uploaded to the application by the time you submit an exam request, as these documents may be required for your exam.

Do not apply if you are a current employee working in this classification. Current employees may request to be added to the Transfer List.

Please monitor your email (including spam or junk mail) for testing and other correspondence from SHR-TESTING@mx.uillinois.edu and shr@uillinois.edu.

For further information regarding application procedures, contact Staff Human Resources at 217-333-2137 or jobs@illinois.edu.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Other pre-employment assessments may be required, depending on the classification of Civil Service employment.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit http://go.illinois.edu/EEO.

Posted: 03/21/19 – 03/26/19