

Grad Assistant Position: Front Desk Assistant

Office: Trone Center for Mental Fitness

Description: The Trone Center for Mental Fitness (TCMF) is seeking a reliable and welcoming student worker to provide front desk coverage during the midday hours. This role is essential in ensuring a supportive and organized environment for students seeking mental health services. The student worker will serve as the first point of contact for students arriving early for appointments, those seeking urgent care, and individuals stopping by with questions.

Qualifications:

- Currently enrolled as a graduate student at Furman.
- Strong interpersonal and communication skills.
- Dependable, punctual, and able to work independently.
- Comfortable interacting with students in a professional and compassionate manner.
- Ability to maintain confidentiality and adhere to privacy guidelines.

Preferred Skills:

Previous customer service or front desk experience preferred

10 hours per week (Mon-Fri, 12-2PM)

\$12/hour