**The School of Hospitality Business Management (SHBM)**

The SHBM is housed in the Carson College of Business on the WSU Pullman campus. We are looking for a part-time temporary office assistant/receptionist to work 25 - 30 hours per week for the 2019-20 academic year. We are located in Todd Hall Suite 342. Please submit cover letter and resume to Anita Young at [anita.young@wsu.edu](mailto:anita.young@wsu.edu).

**Job Description**

* possess good communication skills and a positive, professional demeanor
* be the main point of contact for the office
* greet and direct visitors
* answer questions and handle requests
* explain processes and procedures
* answer and transfer phone calls
* schedule meetings and reserve rooms
* responsible for the office email account
* assist other administrative staff
* assist faculty and students
* monitor office supplies and reorder as needed
* other duties as assigned