Center for Writing Excellence

Title: Greeter, Center for Writing Excellence

Location: Bohn Hall, 553

Job Type: Federal Work Study

Days Needed: 2 – 3, varies

Job Description: Greeters are the “face” of the Center for Writing Excellence. They provide a critical function at the CWE by managing all traffic in and out of the center. Greeters are required to staff the front desk and interact with students, faculty, staff, and visitors in person and over the phone. Greeters are knowledgeable about the CWE’s services and assist users with our scheduling system and appointment registration. Greeters are required to be well-versed in the tutoring methods employed by the CWE’s consultants plus all CWE policies and procedures. Additional tasks and research projects are assigned as needed.

Looking for a friendly and reliable student employee who wants to be a part of a team in a busy center—this is not a typical office job and there is a large amount of responsibility for this position.

Primary Responsibilities:

- Staffing the front desk
- Assisting users with our online scheduling program
- Managing traffic in and out of the center
- Answering phones
- Providing assistance at events
- Supporting CWE staff as needed

Qualifications:

- Federal Work Study funding required. All majors welcome to apply.
- Must be able to effectively multi-task and work in a fast-paced environment.
- Must have good communication skills in person and on the phone.
- Must be able to follow spoken and written directions.
- Must be personable and professional at all times.
- Preferred: strong organizational skills and interest in the work of the CWE.

Application Instructions:

Email your fall semester availability (days/times you are able to work), cover letter, and resume to Alicia Remolde at cwe@montclair.edu

The CWE is open 7 days per week during the fall and spring semesters. We are looking for students who can work in the afternoons and evenings. Our hours for fall and spring are:

Monday through Thursday: 10am-8pm
Friday: 10am-4pm
Saturday: 11am-4pm
Sunday: 4-9pm.