

Museum Front Desk Attendant - Euphrat Museum of Art, De Anza College

Pay Rate: \$15.37 per hour

Job Category: General Assistant, step 1 (DASG Funded)

Job description:

The front desk attendant greets visitors, keeps attendance records, and answers general questions. Monitors the safety and cleanliness of museum and assists with other tasks as assigned. As the first point of contact in the museum, a friendly welcoming demeanor is important. Museum will be open to De Anza students and staff. Health precautions will be in place.

Museum Schedule:

Fall quarter - November 1 to December 16, 2021

Tuesdays: 11 am - 3 pm

Wednesdays: 11 am - 3 pm

Thursdays: 11 am - 3 pm

Winter quarter - January 3 to February 17, 2022 - additional days/hours will be added when the museum can be open to the public.

Additional requirements:

- Must be enrolled in at least 12 units during quarter.
- Must complete at least 12 units to qualify for continued employment.
- Maintain a minimum GPA of 2.0, and
- Have attempted fewer than 180 units combined at De Anza and Foothill College.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

US work authorization is required for this position

Contact person:

Diana Argabrite at argabritediana@fhda.edu