



## **WORK STUDY JOB DESCRIPTION**

<b><u>Position Title:</u></b>	Greeter
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### **POSITION SUMMARY:**

Welcome each visitor to our campus, provide them with a map, and direct them to the various features and exhibits of the Museum & Aquarium. This includes explaining the different buildings and areas, highlighting certain animals, and going over the daily activities being offered.

### **KEY AREAS OF RESPONSIBILITY:**

- Welcome and orient visitors upon arrival
- Distribute maps and brochures
- Answer basic questions about exhibits, animals, and programming
- Promote scheduled tours and events
- Assist with line control and guest flow during busy times

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Clear communication and customer service skills
- Familiarity with museum layout and daily offerings (training provided)
- Comfortable engaging with guests of all ages

### **MINIMUM QUALIFICATIONS:**

- Must be a current college student eligible for Federal Work Study
- Availability during peak visitation hours
- Enjoy interacting with families, tourists, and children

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Standing or walking for long periods
- Working indoors at a front desk, entrance, or lobby area
- May involve light lifting of promotional materials

To apply, contact [career@dbq.edu](mailto:career@dbq.edu) to determine eligibility.