I. OBJECTIVE: The MAP-Works Desk Staff is responsible for completing administrative map-works tasks for assigned populations.

II. MINIMUM QUALIFICATIONS:
   2.5 Cumulative GPA is required to apply, and must be maintained.
   Must be an upperclassmen student (higher than 49 credit hours)

III. RESPONSIBILITIES:
   **Administrative Functions**
   - Work 10 hours a week, 3 days/week
   - Maintain front desk operations
   - Email students and set up appointments for RHC with students.
   - Email students who have not taken survey
   - Monitor RA map-works performance expectations and report findings to RHC
   - Compile weekly running list of top 20 students in need of direct contact with RHC and inform RHC.
   - Meet with RHC weekly.
   - Keep consistent communication with RHC.
   - Perform other duties as assigned.

   **Student Conduct**
   - Report any University infractions witnessed to hall staff.

   **Personal Requirements**
   - Be a positive role model and University Representative.
   - Semi-professional attire required: no pajamas, hats, work out clothing, garments with holes, rips, or blemishes, no profanity or inappropriate graphics or references.
   - Abide by all policies and procedures as outlined in the Guide to Residence Hall Living and the University Handbook for Students.
   - Abide by all city, county, state, and federal laws.

   **Training**
   - Participate in/attend training on use of MAP-Works, complete online and in person training for Desk Work duties