



**NOW HIRING:
NYUTV FRONT DESK PERSONNEL**

When to apply: ASAP
Industry: Arts & Communications
Number of positions
Salary: \$7.50/Hourly
Hours: 10-15 hour per week preferred

Description:

Provide reception and support for campus television center. Duties include light office work , assisting with outside inquiries, front desk reception for walk-in and phone calls. Provide customer service for frequently asked questions, and direct inquiries to the proper staff. May serve as a messenger to locations on/off-campus, and assist with other duties as assigned. This is a great opportunity to work in a fun and creative atmosphere and get exposed to the workings of a video production facility.

Qualification/Skills: Good organizational and communication skills. Proficient with MS Office Suite: Excel, Word, Power Point, database knowledge, and search engine research tools. Experience with Keynote and Filemaker Pro is a plus. Work Study preferred.

Organizational Profile: NYU-TV is a closed-circuit television network providing information, entertainment, and educational programming to the NYU community.

If interested in this position, submit your resume and cover letter to The Wasserman Center. Job Reference ID #: 843062

Contact: Jose Arteaga
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