



Sweet Briar College is a women's liberal arts institution, located in Central Virginia approximately 12 miles north of Lynchburg and 60 miles south of Charlottesville. Founded in 1901, the College's curriculum encompasses a comprehensive baccalaureate program in the arts, sciences and humanities, as well as graduate programs in education. It is one of two women's colleges in the United States offering an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.

Job Title: Student Clerk – Florence Elston Inn

Classification: Non-exempt

Must be work-study eligible

Reports To: Florence Elston Inn Manager

Job Summary/Objective: To provide customer service as needed to the front desk on a part-time on call basis.

Position Type/Expected Work Hours: Part-time on call with flexibility to work nights and weekends.

Supervisory Responsibilities:

- N/A

Essential Responsibilities:

- Provide excellent customer service. Professional demeanor
- Make guest reservations by phone, in person or by email
- Maintain confidentiality
- Computer experience
- Attentive to details
- Assist housekeeping with tasks as needed

Required Qualifications:

- High school diploma

Preferred Qualifications:

- Experience in hotel/inn hospitality position
- Housekeeping experience

Work Environment:

Physical Demands:

Requires full range of body motion, including reaching, stooping, kneeling, climbing and walking. Must be able to lift/carry 25 lbs. and upwards of 50 lbs.

Requires standing/walking for extended periods of time, including stairs

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How to Apply: If applying for a student position, please submit a cover letter, résumé, three professional references and your course schedule to amay@sbc.edu.