



Adrian College

Student Employer: Adrian College - 110 S. Madison St. Adrian MI 49221

Department: Business Affairs – 110 Madison Ave Salon

Supervisor: Hope Carter - hcarter@adrian.edu

Job Title: **Student Worker:** Salon Receptionist

Location: Caine Student Center

Purpose of Position: To assist the 110 Salon with tasks.

Beginning and End Date: 2024-2025 Academic Year

Job Description:

You will represent the salon in a professional manner, greet clients, answer phone, make reminder calls, clean salon, run tanners, do laundry, and perform all duties required to keep the salon in running order so the Stylists can keep doing their jobs. Students do not do hair.

Rate of Pay: This is a part time student employment position at \$10.33 for hours worked.

Hours: Up to 10 hours per week unless otherwise approved.

Required Job Skills: Honesty, friendly, responsible. Must be able to schedule appointments to maximize clientele. Must be able to clean thoroughly.

Remarks: Nights and Weekends may be required