STUDENT EMPLOYMENT OPPORTUNITY

Posting Date: June 27, 2014

Department: Auxiliary Services

Position: Service Team Member

Supervisor: Director of Auxilary Services

Hours per Week: 8-15

# of Jobs Available: 6

Job Description:

Provide good customer service through staffing the Mailroom, Gear Store, Special Event & Chapel set-ups, and operating the Multnomah University switchboard. Duties will include processing daily mail, answering the main phone line to the university, customer payment processing, package tracking, stocking shelves, special event set-ups, and basic cleaning. Additional duties and hours will be available at various times.

SKILLS/EXPERIENCE GAINED:

- Good customer service habits
- Proper phone etiquette
- Basic sales and ordering processes
- Strategic time management
- Fast-paced, efficient work habits during periodic rushes and high demand tasks
- Proficiency in using multiple resource software systems including a USPS mail metering system, package tracking system, student information system, switchboard phone operating system, inventory tracking system, and scheduling system.

Job-Specific Qualifications:

- Be able to lift up to 50lbs unassisted and stand for up to 3hrs at a time
- Have a flexible schedule and be able to work a majority of hours Mon-Fri from 8a-6p
- Be willing to occasionally work later evenings and weekends with prior notice
- Be willing to work in both an office setting and in performing manual labor tasks
- Basic computer proficiency
- Teachable attitude
- Team player

General Qualifications:

- Must be a current student enrolled at least half time at Multnomah University

To Apply:
Complete the Student Employment Application online at www.multnomah.edu/student-employment. The hiring supervisor for this position will receive your application once it is submitted and will contact applicants for interviews.

If you offered the position and this is your first on campus job, you will need to complete the I-9 with HR before your first day. See list of documents you can bring to complete the I-9 at www.multnomah.edu/student-employment.

If you have questions regarding this position please contact: Bobby Howell
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