JOB ANNOUNCEMENT:

Position Title: Summer Office Reception Staff
Organization Name: Center Activities
Work Schedule: Mon - Fri, 11:30 am - 5:30 pm
Hours per Week: 30
Wage Type: Hourly
Wage: $12.00
Application Review Begins: May 5, 2019
Position Open Until Filled

JOB DESCRIPTION: The Office Reception Staff helps with the daily operations of Center Activities office. Reception staff assists with program registrations, equipment rentals, and other program support at the Center Activities Office under the supervision of the Center Activities Office Coordinator and other administrative staff.

Duties and Responsibilities:
• Office Maintenance: General office cleaning (vacuuming, dusting, sweeping, etc.)
• Reception Duties: Providing customer service to the public, using the telephone/copy/fax, taking down detailed messages and answering questions, utilizing the FUSION database system as trained, cash handling, registering participants in programming, and assisting in the equipment rental program paperwork and gear preparation.
• General: Assisting in special event preparation and staffing, assist with paperwork preparation for programs and outings, other duties as assigned.

QUALIFICATIONS:
• Excellent customer service skills to include the ability to respond courteously and knowledgeably to the needs of all customers, proper telephone etiquette and other related business practices
• Ability to pay attention to detail and accurately record data
• Extremely reliable and dependable
• Excellent oral and written communication skills
• Positive and professional attitude

PREFERRED QUALIFICATIONS:
• Cash register and money handling experience
• Recreation Administration majors and/or outdoor enthusiasts with office skills are preferred

APPLICATION INSTRUCTIONS:
Submit a cover letter, resume, and contact information for three references by email (cntract@humboldt.edu), fax (707.826.3354) or in person at the Center Activities Office (Recreation & Wellness Center, HSU Campus)