



EMPLOYMENT OPPORTUNITY ASSOCIATED STUDENTS INC. SACRAMENTO STATE

Aquatic Center Guest Services

Position Summary: The Guest Services Customer Service Representative shall be assigned in any or all of the following areas: Aquatic Center front gate, Front Office kiosk, lifejacket rack and facility reservations as needed

Start Date: Upon Hire
Time Base: Part-Time
Application Deadline: Open until position is filled
Compensation: \$12.00

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Learn and become proficient in “ParkPro” Recreational Software Program. Perform data entry and provide customer service to rental customers.
- Know rules and regulations of the Aquatic Center parking lot, facility bookings, rental policies and memberships.
- Manage front office operations to include answering multi-line telephone and providing appropriate assistance to customers, vendors, officials, and staff. Assist customers with boat launch as well as facility reservations and room set up.
- Provide support for a variety of special events.
- Other duties may be assigned.

CORE COMPETENCIES:

- Exceptional customer service skills
- Ability to communicate effectively both verbally and in writing
- Good analytical and problem-solving skills
- Ability to operate standard office equipment
- Ability to follow oral and written instructions

MINIMUM QUALIFICATIONS:

- Knowledge of Microsoft Word, Excel, Outlook
- Ability to lift and move up to 50 pounds
- The ability to learn and know the Aquatic Center Program Schedule

PREFERRED QUALIFICATIONS:

- Aquatic/boating knowledge
- California Department of Boating & Waterways boating safety exam
- CPR/First Aid Certification

All Aquatic Center Staff must sign a Code of Conduct and Dress Code Agreement

Background Checks

If offered a position, a background check may be completed if the position for which you have applied requires it. **Note:** No applicant will be denied employment solely on the grounds of conviction of a criminal

offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

How to Apply

Interested Applicants must complete an application, provide a resume and cover letter. Online applications are available at <https://748.dayforcehcm.com/CandidatePortal/en-US/asi/>

Paper applications can be found at <http://www.asi.csus.edu/wp-content/uploads/2018/01/ASI-Employment-Application-Jan2018-basic.pdf> and sent to :

By mail

Aquatic Center
1901 Hazel Ave
Gold River, CA 95670

By Fax or Email

Aquatic Center
Fax: 916-278-1105

Or in person

Aquatic Center
1901 Hazel Ave
Gold River, CA 95670

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Associated Students is an Equal Opportunity employer.

www.asi.csus.edu

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, California State University, Sacramento has made crime statistics available on-line at www.csus.edu/police/cleryact.htm.
<http://www.csus.edu/police/cleryact.stm>