



EMPLOYMENT OPPORTUNITY

Associated Students
at Sacramento State

STUDENT SERVICES REPRESENTATIVE

Position Summary : The Student Shop Student Services Representative I will provide customer service at the ASI Student Services window located in the ASI Business Office. Individuals in this position are the front office contact for retail-based sales of caps and gowns, money orders, discounted movie tickets, and student health insurance. Primary duties include processing incoming deposits and cash-related transactions, while providing administrative support to the Accounting and Payroll departments.

TIME BASE: Part-time; **required availability**
Mondays: 2:30pm-5:00pm
Tuesdays: 8:45am – 11:45am
Wednesdays: 4:30pm-7:30pm
Thursdays: 8:45am – 11:45am
Availability must be included in application to be considered

COMPENSATION: \$11.00 per hour

APPLICATION DEADLINE: Apply immediately- Applications will be accepted until the position is filled.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Serves as the customer service contact for all Student Services window transactions and inquiries.
- Duties include handling cash, check and charge transactions and operating a point-of-sale (POS) register and 10-key calculator machine with a high degree of accuracy.
- Logging and processing incoming deposits, sorting mail, scheduling no-cost legal aid appointments, answering incoming phone calls, faxing documents, distributing payroll and reimbursement checks and other related duties.
- Responsible for the preparation of change funds, filing of receipts and deposit documentation, stocking of inventory, and daily opening and closing cash register and front office procedures.

CORE COMPETENCIES

- Strong attention to detail and accuracy is required
- Strong organizational skills
- Strong written and verbal communication skills
- Strong interpersonal skills
- Ability to multi-task and manage time effectively
- Ability to manage heavier workloads during peak times

MINIMUM QUALIFICATIONS

- Currently enrolled Sac State student in good standing
- Minimum of six months prior cash handling or retail-related experience
- Experience in the operation of a 10-key calculator and cash register
- Basic skills in Microsoft Word, Excel, and general computer knowledge

PREFERRED QUALIFICATIONS

- Point of Sale (POS) software experience
- Retail experience

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 submit an **ASI application, resume and your Spring 2018 availability schedule**. Submit your online application at <https://748.dayforcehcm.com/CandidatePortal/en-US/asi/> with supporting documentation:

Associated Students is a nonprofit corporation and an auxiliary organization of California State University, Sacramento providing a wide range of programs and services to the students of CSUS. ASI employees are not state employees.

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 <http://www.csus.edu/aba/police/cleryact.html>.