



## JOB OPENING

<b>JOB TITLE</b>	<b>Guest Services Assistant</b>
<b>POSTING DATE</b>	May 2, 2025
<b>CLOSING DATE</b>	<b>Open until filled.</b>
<b>DEPARTMENT/DIVISION</b>	Special Services/HAWK
<b>EMPLOYMENT STATUS</b>	Part-time/Temporary
<b>START DATE &amp; WORK SCHEDULE</b>	<b>ASAP</b> This is a part-time position with a maximum of 25 hours per week. Must be able to work ALL shifts.
<b>PAY RATE</b>	\$13.50 - \$15.50 per hour
<b>PREVIOUS WORK EXPERIENCE</b>	General office clerical and experience working with the public preferred.
<b>EDUCATION:</b>	High school graduates preferred but not required. Must be at least 16 years of age or older.
<b>SPECIAL SKILLS &amp; TRAINING</b>	Proficient in all aspects of computers, preferably Microsoft Word, Excel, Internet-based online systems, and RecTrac. Excellent communication skills, customer service, and multi-tasking skills for extensive interaction with the public. Typing (35 wpm), filing, ability to solve problems, and possessing working knowledge of general office equipment.
<b>BASIC RESPONSIBILITIES</b>	Perform a variety of general office tasks including computerized registration, and check-ins, selling passes, typing, duplicating, answering telephone calls, extensive customer service and contact.
<b>HOW TO APPLY</b>	All candidates must complete an <a href="#">online application</a> . Please create an account and submit online for consideration.

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