



JOB OPENING

JOB TITLE	Guest Services Assistant
POSTING DATE	May 2, 2025
CLOSING DATE	Open until filled.
DEPARTMENT/DIVISION	Special Services/HAWK
EMPLOYMENT STATUS	Part-time/Temporary
START DATE & WORK SCHEDULE	ASAP This is a part-time position with a maximum of 25 hours per week. Must be able to work ALL shifts.
PAY RATE	\$13.50 - \$15.50 per hour
PREVIOUS WORK EXPERIENCE	General office clerical and experience working with the public preferred.
EDUCATION:	High school graduates preferred but not required. Must be at least 16 years of age or older.
SPECIAL SKILLS & TRAINING	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.
BASIC RESPONSIBILITIES	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.
HOW TO APPLY	All candidates must complete an online application . Please create an account and submit online for consideration.

EQUAL OPPORTUNITY EMPLOYER