## Duties and Responsibilities of position:

1. To staff the Benham-Pence Student Center Service Center during open hours
2. To provide friendly and consistent customer service
3. To log and distribute packages (over 10,000 received annually), sort incoming mail, be able to weigh outgoing packages and sell appropriate postage, operate a cash register, operate the fax machine, answer the Service Center phone line, and help answer questions for students regarding sending and receiving mail/packages
4. To sell tickets to students for productions hosted by the Theatre Department
5. To carry out other duties and initiatives as assigned

## Qualifications needed for position:

1. Excellent verbal and written communication skills (including very legible handwriting)
2. Attention to detail, accuracy and confidentiality
3. Ability to multi-task in a busy environment
4. Customer service oriented work ethic
5. Basic math skills and comfort handling money
6. Previous experience with cash registers and fax machines preferred
7. If hired, required new hire paperwork must be completed before you are eligible to begin working. This new hire paperwork requires that the student have original forms of acceptable ID with them on campus during the paperwork completion process. View the list of acceptable ID at [www.wittenberg.edu/studentemploymentpaperwork](http://www.wittenberg.edu/studentemploymentpaperwork)