

# Gardner Commons Services Desk is Hiring!

**Position Title:** Customer Service & Information Specialist- (PT) Gardner Commons Building

**Job Duties:** Interacts as Customer Service and Information Specialist for Carolyn and Kem Gardner Commons by providing guest services to students, staff, faculty, and guests. Duties include giving directions to customers during the first week of the Fall semester. Must attend training the week of August 13<sup>th</sup>, 2018.

As this individual is often the first contact for visitors, he/she must be able to multitask efficiently, respond well in difficult or hazardous situations, while positively representing the University. Flexible schedules and paid training.

**Minimum Requirements:** Must be available for the duration of August 13<sup>th</sup>, 2018 to August 24<sup>th</sup>, 2018. Commitment to excellent customer service, self-motivation, effective communication and listening skills. Must be able to interact with guests at various locations around the Gardner Commons building.

**Preferences:** Prior knowledge of campus, flexibility in schedule, work-study or current student at the University of Utah.

**Salary:** \$8.00

If interested, please send (1) a screenshot of your fall 2018 class schedule, (2) a resume, (3) any other time commitments, and (4) a short paragraph explaining why you would be the perfect candidate for the job to:

[UofUUnionServicesDesk@gmail.com](mailto:UofUUnionServicesDesk@gmail.com).