

# 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 collection and distribution of accurate campus, city, and building information regarding events, directions, and ticket sales. Other tasks include: use of office equipment and upkeep of the desk. Completes other projects and duties as assigned. Attends mandatory monthly staff meetings and annual Union staff training programs.

Candidate must demonstrate effective judgment, communication, multi-tasking, and troubleshooting skills to identify and solve problems while performing various office and cashiering tasks. As this individual is often the first contact for visitors both in person and on the telephone, 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:** Commitment to excellent customer service, telephone etiquette/skills, basic organization, self-motivation, effective communication and listening skills. Must be able to interact with guests at various locations around the counter and do moderate lifting (10-25 lbs).

**Must be available to begin employment in July 2018.**

**Preferences:** Previous cashiering and ticket sales experience, flexibility in schedule, work-study or current student at the University of Utah.

**Salary:** \$8.00

Free textbook rental each semester!

If interested, please send (1) a screenshot of your summer and fall 2018 class schedule(s), (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).