Student Activities Facilities

Information Desk and Box Office Attendant

U99585 AC Code: 11121 Pay Rate: $7.75

Job Description

Student Activities hires responsible and highly-motivated students to work in the various areas of its department. Because students act as representatives of the office and the University to other members of the Notre Dame family and campus visitors, it is required that all staff members be customer-service oriented and team players. In particular, we seek students who best exemplify our core values of service, relationships, and continual improvement.

Responsibilities:

- Responsible for operating the LaFortune Information Desk and Box Office, which includes selling tickets, selling Notre Dame merchandise, serving as a campus-wide information source.
- Held accountable for reconciling cash drawers before and after each shift.
- Acts as a customer service representative for LaFortune Student Center, assisting guests with their various needs, and directing phone calls appropriately.
- Managing the upkeep of the Information Desk storefront by restocking and keeping inventory of merchandise.
- Report and collect Lost and Found items, and notify person if possible.
- Assist in renting out and distributing equipment to student organizations and clubs.
- Utilize cash register system, credit card terminals, and domer dollar terminals to ring up customers.
- Distribute and notify people of packages to be picked up at the Information Desk.
- Other Tasks as assigned.

Expectations and Skills:

- Must be people-oriented, provide outstanding customer service, have good cash handling skills and be knowledgeable of campus life and activities.
- Must be knowledgeable of university resources and campus locations.
- Pay attention to detail and ability to follow proper procedure and protocols

Hours:

Will be required to cover rotational shifts on Football Saturdays, including one during game shift. Will be required to work at least 1 Night Manager Weekend Shift a semester. Shifts are scheduled between 8:45 AM - 11:00 PM Monday through Friday and Saturday 9:00am – 2:00pm. Average 3-12 hours per week (depending upon availability). 6-8 positions available.