

Our growing company is hiring for a campus representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for campus representative

- The Campus Service Center is a University wide resource and staff must be capable of problem solving and facilitating resolution of service issues for customers regardless of whether the resolution is under direct CSC control
- Maintain accuracy and security of all identity and confidential information
- Applicant must have ability to work with diverse populations, have experience working with children, have a strong ability to hold students accountable in a nurturing and supportive manner
- Classes are designed for students to learn new skills in a fun and supportive environment
- Must be timely, flexible, multi-tasked, desire to grow and learn while developing strong leadership skills
- Greet customers in a friendly manner, be responsive and timely with correspondence and problem resolution, and display a caring attitude
- Develop a rapport with the customer base that uses The Ohio State University parking system, a large, complex parking operation located on a college campus
- Develop proficiency in the use of computer systems used to answer customer calls, sell customer permits, manage customer accounts, and track customer issues
- Assist visitors, students, faculty, and staff of The Ohio State University obtain and purchase parking permits
- Complete cashiering procedures when processing a sale, refund, or return, and maintain all accounting reports and processing records for transactions, as required

- Good communication skills with the ability to write and edit content for a range of communications channels and media platforms
- Ability to work with a variety of people to include but not be limited to donors, visitors and staff
- The ideal candidate must have excellent communication skills, a neat appearance, and superb customer focus
- Part-time schedule-must be able to work flexible hours to include work availability for weekends
- Must be able to stand the duration of the shift and perform routine tasks with minimal supervision
- Requires ability to follow written and verbal instructions