

## CASHIER'S OFFICE ATTENDANT

### POSITION DESCRIPTION

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The Cashier's Office Attendant is responsible for the daily operations of the Cashier's Office. This position requires good communication and customer service skills. The Cashier's Office Attendant responds to inquiries, maintains the area, trains in cash handling, and audits and reconciles deposits, debit cards and tickets.

### HUMAN RESOURCES DETAILS

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**Shifts:** 8-12 hours/week • Mornings and afternoons available

**Starting Wage:** \$14.05/hour

**Reports To:** Cashier's Office Student Supervisor, Cashier's Office Supervisor

### ESSENTIAL FUNCTIONS

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Cashier's Office Attendants respond directly to the Cashier's Office Student Supervisor and the Cashier's Office Supervisor. Attendants are responsible for creating and breaking down Norris' areas and student groups event daily sales reports, accepting student group deposits, reconciling student group deposits, reconciling debit cards, and selling daily parking permits and stamps. Attendants are expected to attend all required office meetings and trainings.

### MINIMUM SKILLS AND QUALIFICATIONS

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- Current Northwestern University Undergraduate Student with work-study allotment.
- Cash handling experience preferred.
- Detail-oriented and experience with cash control.
- Maintain an organized area.
- Good written, verbal, and customer skills.
- Customer service experience.
- Attention to detail.