PART-TIME HOURLY POSITION IN ADMINISTRATIVE SERVICES
BUSINESS OFFICE/CASHIERS

POSITION: CASHIER

DESCRIPTION OF DUTIES: A dependable employee responsible for customer service at the Cashier’s window and over the phone. Compute and collect payments for tuition, fees, charges, fines, etc. Receive cash, check or credit card payments at window, or over the phone. Answer telephone inquiries. Scan documents. Issue parking decals. Place and/or clear “hold” on student accounts and records. Disburse travel reimbursement checks. Effectively interact with all levels of administrative personnel, faculty, staff and students. Perform other duties as assigned by the Supervisor, Cashiers or Senior Accounting Clerk. This is a part-time hourly position with variable work hours not to exceed 20 hours per week.

MINIMUM QUALIFICATIONS: High School Diploma or equivalent. Six (6) months business office cashier or related banking experience. Proficient in the use of 10 key, copier and personal computer. Ability to communicate clearly and effectively. Ability to work under pressure in a fast-paced environment and handle large amounts of cash/credit card payments. Ability to be trained in PeopleSoft.

SALARY: $8.00 per hour

APPLICATION DEADLINE: Until filled

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required.

(POSTED ON MAY 9, 2016)

Must be eligible to work in the United States
An Equal Opportunity Employer

In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.

http://www.rose.edu/job-listings

6420 SE 15th STREET ~ MIDWEST CITY, OK ~ 73110-2799