

# **Roper Mountain Science Center**

## **Part-time Job Description**

**Position:** Guest Services Assistant

### **Duties:**

1. Greet and assist teachers, students and the public at front desks, entrance gate and planetarium.
2. Handle clerk duties including registrations, ticket sales and monies.
3. Register public for programs on computer software.
4. Answer telephone switchboard and provide answers about programs.
5. Operate software/register and credit card equipment to sell tickets.
6. Work as cashier for Friday "Starry Nights" (1-2 nights/month).
7. Provide clerical/secretarial support for staff projects and special programs.
8. Maintain records and policies as requested.
9. Follow all District financial, emergency and safety procedures.
10. Other duties as assigned.

### **Requirements:**

1. Highly developed sense of integrity and commitment to customer satisfaction.
2. Demonstrated passion for excellence with respect to treating and caring for customers.
3. Ability to communicate clearly and professionally, both verbally and in writing.
4. Has a pleasant, patient and friendly attitude.
5. Strong decision making and analytical abilities.
6. Strong detail orientation and communication/listening skills.

### **Qualifications**

1. High School Diploma.
2. Proven experience with secretarial skills.
3. Proficient in Microsoft Office products including Excel.

### **Terms of Employment**

1. Part-time employment, 2-5 days per week. Summer may include some Saturdays.
2. Specific hours and days will be arranged with the supervisor.

### **Compensation**

\$15.00 per hour

### **Immediate Supervisor**

Director or their designee