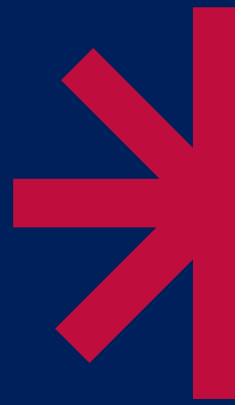


JagCard Office Assistant



+ Job Description

The JagCard Office Assistant supports the daily operations of the JagCard Office by creating student IDs, maintaining the cleanliness of the Student Center's computer lab, and offering excellent customer service. This role involves answering inquiries, managing cash transactions, and assisting students with JagCard-related services. The assistant is expected to attend all training sessions and work collaboratively with co-workers, while demonstrating strong organizational skills, time management, and the ability to work independently.

+ Qualifications

- Must be a registered South Student
- Previous experience in customer service is preferred, but not required.
- Strong communication and interpersonal skills, with the ability to engage customers in a professional and friendly manner.
- Ability to perform manual tasks such as setting up tables, chairs, and A/V equipment.
- Ability to work in a team environment and collaborate with other associates to achieve sales goals.

+ Working Conditions

Key Areas	Details
Customer Service	● Provide accurate information to students and visitors, both in person, over the phone, and via email. ● Ensure timely and accurate production of student IDs. ● Handle customer concerns, ensuring a high level of satisfaction by resolving issues promptly.
Operational Duties	● Assist with inventory control of office supplies and report low stock levels to management. ● Manage cash transactions accurately and ensure all payments are properly recorded. ● Maintain cleanliness and organization of the JagCard Office desk and the Student Center computer lab.

+ Additional Requirements

- Must be available to work flexible hours.
- Must have a positive attitude, strong work ethic and willingness to learn.