Transportation & Parking Services

Job Title  
Student Cashier

Pay  
$10.00 per hour (No Medicare or Social Security withholdings)

Essential Duties

The individual in this position sells transit and parking passes, provides information and directions to Portland State University students, faculty, staff, as well as to visitors of PSU and the City of Portland.

Duties include:
- verify status and eligibility of students, employees and visitors in order to sell appropriate parking pass
- verify status and eligibility of students and employees for discounted transit passes
- process citation and permit payments
- use computer programs including Flex (parking software) and Banner (university database) to sell items and verify status
- conduct opening and closing procedures including preparation of cash drawers for business, reconciliation of monies received and verification of permit sales
- conduct general office duties such as copying, filing, distributing mail, creating documents and updating handouts
- assist customers by phone
- explain complex policies and procedures to customers, some of whom are angry, rude and frustrated
- provide general information regarding PSU campus and City of Portland in person and by phone; TriMet and CTran transportation systems
- provide directions around PSU campus and Portland metropolitan area both by vehicle and public transportation
- find answers to inquires using various resources on internet and on campus
- assist other office staff with projects, often including data entry, database research and documentation of information that is found.

Applicant will be required to pass a criminal background check if hired.

Preferred Skills and Experience

A successful applicant will possess the following skills and experience:
- strong customer service skills; desire to help others; and ability to interact in a friendly manner with a high volume of customers
- knowledge of PSU campus and Portland to comfortably provide information and directions
- 1 year cash handling and reconciliation experience
- advanced computer skills
- ability to work alone and problem solve
- ability to read, understand and follow detailed procedural instructions, rules, and regulations
- excellent verbal English skills
Working Conditions

Working schedule is approximately 15 hours per week during most weeks of the school terms. Any candidate should be able to commit to a minimum of 15 hours work during business hours each week. During the three weeks surrounding the beginning of a term (week before, week of, and week after), a schedule of approximately 30 hours will be required. General office hours are 8:45 am to 5:45 pm, Monday through Friday, with extended hours during peak times. This position can be stressful during busy times such as the beginning of school terms. Time in between terms can be slow and therefore requires employee to be self motivated while working alone and without supervision.

Signature_____________________________________   Date:__________________________________