POSITION DESCRIPTION

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

HUMAN RESOURCES DETAILS

- **Shifts:** 8-12 hours/week • Mornings and afternoons available
- **Starting Wage:** $10.00/hour
- **Reports To:** Cashier’s Office Student Supervisor, Accounting Assistant/Cashier

ESSENTIAL FUNCTIONS

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 area and student group event cash bags, 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 some optional trainings.

MINIMUM SKILLS AND QUALIFICATIONS

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