CASHIER’S OFFICE STUDENT SUPERVISOR

POSITION DESCRIPTION
The Cashier’s Office Student Supervisor is responsible for the daily operations of the Cashier’s Office. This position requires good communication and customer service skills. The Cashier’s Office Student Supervisor responds to inquiries, maintains the area, trains in cash handling, and audits and reconciles deposits, debit cards and tickets. The student supervisor also has the responsibility in giving presentations to various members of the Northwestern community.

HUMAN RESOURCES DETAILS
Shifts: 8-12 hours/week
Starting Wage: $12.00/hr
Reports To: Accounting Assistant/Cashier

ESSENTIAL FUNCTIONS
Cashier’s Office Student Supervisor responds directly to the Cashier’s Office Supervisor. Student Supervisors are responsible for overseeing the Cashier’s Office attendants. The student Supervisors oversee and help in 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. Student supervisors are expected to lead office meetings, give presentations regarding office procedures and debit cards.

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