

## Customer Support Representative - Auxiliary Services Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=232581>

Downloaded On: May. 9, 2024 3:28pm

Posted Mar. 7, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Customer Support Representative - Auxiliary Services
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Mar. 7, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20241?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20241?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

Auxiliary Services is comprised of a diverse group of revenue-generating auxiliary enterprises that directly support student life, the Tufts community, and the academic mission of the University. Auxiliary Services includes; conference & event services, contracted catering and cafés, university campus store, vending, laundry, mail services, parking and transportation services, student ID services, and other revenue-generating enterprises.

### What You'll Do

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Provide general customer service for areas within auxiliary services, including parking, ID services, transportation, conference and events, and other areas as needed.

- In addition, they will provide general administrative functions for auxiliary services, including assisting with keys, processing purchase orders, reviewing ticket violations, and other business administrative functions.
- This position will be in-person based on the Medford Campus but may require occasional support for our Grafton and Boston campuses.

### What We're Looking For

#### Basic Requirements:

- Knowledge and experience typically acquired through the completion of a High School Diploma or equivalent with 2+ years customer service experience
- Effective communication, time management, and critical thinking skills
- *Valid driver's license with clean driving record*
- Basic computer knowledge and or skills using Microsoft Office
- Ability to work independently and as a team member
- Ability to work in a fast-paced, dynamic environment

#### Preferred Qualifications:

- Basic database skills preferred.

### Pay Range

Minimum \$21.80, Midpoint \$25.95, Maximum \$30.10

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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### Contact

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