

Customer Support Representative - Auxiliary Services Tufts University

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

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

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

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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