



# OFFICE ASSISTANT

## TRIBE CARD SERVICES

PART-TIME POSITION

### JOB DESCRIPTION

Tribe Card Services is the first face-to-face interaction many patrons have with the College. The Tribe Card Services Office Assistant will deliver exceptional frontline customer service to a diverse client base, including students, faculty, visiting scholars, international groups, employees, and contractors. The Office Assistant will reflect the high standards and professionalism associated with William & Mary, while upholding office and patron privacy protocols.

### PREFERRED SKILLS

Tribe Card Services is a customer service oriented organization. We are seeking students who are professional, quick learners, personable and eager to promote our products and services.

Applicants should exhibit excellent communication skills and the discretion to uphold applicable College protocols and confidentiality obligations. Previous experience in a professional office or customer service environment is preferred.

The office assistant operates card production equipment and processes W&M Express deposits, card payments, and fundraising reports. Previous point of sales and cash handling experience is a plus.

The office assistant will conduct other duties as assigned by Tribe Card Services management and staff.

### EDUCATION/EXPERIENCE

Minimum: Full-time undergraduate student in good standing. Work study program participants encouraged.

### RESPONSIBILITIES



Operate card production equipment. Verify patron identity. Set up mobile equipment for fundraising and card events.strategies



Operate point of sales equipment. Prepare financial reports and daily activity audit logs.



Participate in marketing, social media, training and research activities. Promote W&M's Express program and vending services.



Perform other duties as assigned.

### HOW TO APPLY

Online applications will be posted online:

[www.wm.edu/offices/auxiliary/tribecardservices/student\\_employment/](http://www.wm.edu/offices/auxiliary/tribecardservices/student_employment/)