Position Title: Customer Service Representative  
Part time student: 20 hours max per week  

Department: SSU Box Office  

Reports To: Operations Services Coordinator  

I. General Responsibilities: Ticket sales, cash handling, greet customers, take tickets, calculate sales, and do reports.  

II. MINIMUM QUALIFICATIONS:  

A. Cash handling experience required.  

B. Students should be flexible. This is an on call position.  

C. Must be able to work efficiently under pressure.  

D. Must be dependable, responsible, personable, friendly, and work well with diverse populations, including faculty, staff, students, and the general public.  

I. Student employment opportunities are for students currently enrolled at Fresno State in a minimum of at least 6 units for Undergraduate students with a minimum GPA of 2.00 per previous semester. International undergraduate students are required to be enrolled in a minimum of 12 units, with a minimum cumulative GPA of 2.00 and to provide documentation of appropriate and required work forms. Graduate students must be enrolled for a minimum of at least 4 units with a cumulative GPA of 3.00. International graduate students are required to be enrolled in minimum of 9 units.