

## Express Center Assistant (20 Hours)

College of Saint Mary is seeking a part-time Assistant to work 20 hours a week as a member of the team in the Express Center. The Express Center serves CSM students, faculty, and staff as a “one-stop shop” for student accounts, financial aid, cashiering, and registrar.

This position is responsible for providing a high-level of customer service to all Express Center visitors by acting as a contact for phone and walk-in business at the front counter. This includes being responsible for: pre-collection communications and in-house payment plans; assisting with data entry for the Registrar’s Office; accepting payments and cash receipts; processing end of day closing and cashing out; applying charges to student accounts; assisting students with account information and making financial arrangements.

This position requires a High School diploma and a minimum of one year of customer service and clerical experience. Collections, accounting, and cash handling experience is preferred.

Strong candidates for this position should have: high attention to details; strong problem-solving skills; knowledge of basic arithmetic and making arithmetic calculations; knowledge of general office practices and procedures and the Microsoft Office software package; the ability to complete projects with numerous interruptions; the ability to communicate effectively, both verbally and in writing; the ability to exercise important human relations skills in establishing and maintaining effective working relations with college community.

If interested, please apply using the following link. **Please put your resume, letter of interest, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.**

<https://home.eease.adp.com/recruit/?id=3425851>

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