

Customer Service Representative Wanted!

Student Accounts Customer Service Representative
position available for the Fall 2017 semester:

Monday – Friday
10 am – 2 pm*

*Hours may be flexible, but seeking a four-hour daily shift.

Customer Service Representatives provide high quality customer service at all times through personal, phone, and e-mail interactions. Primary responsibilities will include: answering phones, responding to inquiries and processing transactions at the Student Accounts window, managing the department e-mail account, and assisting staff with various Student Account functions as needed when time allows.

For consideration please submit a cover letter, resume, and names and contact information of three references to Beth Todd, Interim Director of Student Accounts at toddba@potsdam.edu. Review of applications will begin August 14, 2017 and will continue until the position is filled.

Student Accounts
412 Raymond Hall
SUNY Potsdam
Phone: 315-267-2137

