

Cashier II

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Cashier II Tucson, AZ **Type:** Full-Time **Posted:** 10/29/2021 **Posting Number:** req6778 **Department:** Parking and Transportation **Location:** Main Campus **Address:** Tucson, AZ USA **Position Highlights** The University of Arizona's Parking and Transportation Services department is seeking a qualified candidate to fill their Cashier II position. This role will focus on providing excellent customer service to internal and external customers. The cashier position will processes permits and transactions for various UArizona programs in a positive and helpful manner. An ideal candidate will have the ability to work on complex problems that require significant judgment and initiative. **Outstanding UA benefits include health, dental, and vision insurance plans; life insurance and disability programs; paid vacation, sick leave, and holidays; UA/ASU/NAU tuition reduction for the employee and qualified family members; state and optional retirement plans; access to UA recreation and cultural activities; and more!** **The University of Arizona has been recognized for our innovative work-life programs. For more information about working at the University of Arizona and relocation services, please visit .** **Duties & Responsibilities** **Process permit sales, refunds, and exchange along with other transactions for various UArizona parking programs and special events. Reconciles daily cash drawer and sales receipts. Report any issues to supervisor. Maintains permit inventory. Manages or assists in special permit program setup and sales i.e., disability program. Completes special projects assigned. Assists internal and external customer with inquiries about all services offered by Parking & Transportation and purchase process by appointment, walk-in, phone or email. Assists with dual controlled mail teller process by either processing incoming mail payments or tracking**

receipt of funds. * Setup special event fee collector bags. * Performs ticket/sales reconciliation after each event. * Participates in new student orientations on behalf of Parking & Transportation Services and other events to provide services guidance and information to students and parents. ****Minimum Qualifications**** * High school diploma or equivalent, or equivalent learning attained through experience required. * Minimum of 3 years of relevant experience required. ****FLSA:**** Non-Exempt ****Full Time/Part Time:**** Full Time ****Number of Hours Worked per Week:**** 40 ****Job FTE:**** 1.0 ****Work Calendar:**** Fiscal ****Job Category:**** University Operations ****Benefits Eligible:**** Yes - Full Benefits ****Rate of Pay:**** 14.00 ****Compensation Type:**** hourly rate ****Grade**** 1 ****Career Stream and Level**** OC2 ****Job Family**** Customer Service ****Job Function**** University Operations ****Type of criminal background check required:**** Fingerprint criminal background check (security sensitive due to title or department) ****Number of Vacancies:**** 1 ****Contact Information for Candidates**** ****Emilia Eldridge**** Hiring and Employee Relations Administrator* ege@email.arizona.edu (520) 621-3411 ****Open Until Filled:**** Yes ****Documents Needed to Apply:**** Resume ****Diversity Statement**** At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. As an Hispanic-serving institution and a Native American/Alaska Native-serving institution, we translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues, and constituencies. Because we seek a workforce with a wide range of perspectives and experiences, we provide equal employment opportunities to applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff and faculty engagement in addressing issues of diversity and inclusiveness.

Cashier II The University of Arizona Tucson, AZ To apply, please send all application materials to: The University of Arizona 1501 N. Campbell, Room 2233 P.O. Box 245010 Tucson, AZ 85724 *Please be sure to read the job posting carefully and submit all required information.*

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