Miscellaneous wage/Part Time NATURE OF JOB: Under general supervision, provides customer service support for Facilities Building, Maintenance and Operations Lock Shop. The principal emphasis is on processing work requests and coordinating work activities. Independent judgment and discretion are required to resolve nonroutine matters.

EXAMPLES OF WORK:
Meets customers at the key window in order to sign out with appropriate authorization designated keys.
Distributes keys and ensures they are returned at the end of the same day.
Ensures outside vendors have current authorization to sign out keys.
Oversees the key authorization and project authorization forms.
Reports all requests for master keys to Manager, Senior Lock Smith or designee to ensure campus security while continuing to retain the records.
Maintains computer records of financial transactions for any purchases of signage generated from the Lock Shop.

EDUCATION, EXPERIENCE AND ABILITIES: Requires a minimum of a high school diploma or GED with two years of responsible clerical/record processing and/or inventory control experience. Additional related education can substitute for required experience. University and customer service experience preferred. Requires ability to communicate effectively and interact well with people of all ages and diverse backgrounds. Requires general knowledge of business operating procedures and standard business practices. Requires attention to detail, organization and memory skills. Requires basic word processing and computer skills including ability to input, edit, save and retrieve data.

WORK SCHEDULE:
20 hours per week, 8 hours on Friday, 3 days 12:00pm until 4:30pm. Flexible on 4 hour shifts only.

RATE OF PAY:
$9.50 per hour

Please send resumes to Mark Golden, mgolden@udel.edu, by August 29, 2018 for consideration.