



STUDENT UNION & ACTIVITIES

TEXAS TECH
Administration & Finance
Auxiliary Services

Guest Services Responsibilities

- Customer service skills are needed.
- High verbal and written communication skills are required.
- Greet building users with a professional attitude and provide them information regarding their reservation.
- Ability to pay attention monitor, safety, security and be alert to building traffic.
- Able to work evenings, weekends, and/or special events as needed.
- Ability to work in a team setting to accomplish duties in an effective manner.
- Ability to have work with minimum supervision.
- Able to lift 20lb items.
- Able to stand and walk for 4 hours at a time.
- The ability to bend, twist, turn, and squat without difficulty.
- Appropriate protective clothing (close-toed shoes, proper-length shorts/pants, etc.)
- Ability to communicate efficiently.
- Valid motor vehicle operator's license and insurable to operate a Texas Tech vehicle.
- Other job assignments as needed.
- Support the mission statement of the Texas Tech Student Union and Activities Department.

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