



Student Employee Position Description

Job Title: Visitor Experience Admissions Staff
Division: Visitor Experience
Supervisor: Jered Benedick
Hours per Week: 4-12
Compensation: \$14.20/hr

The University of Oregon's [Museum of Natural and Cultural History](#) (MNCH) enhances knowledge of Earth's environment and cultures, inspiring stewardship of our collective past, present, and future. MNCH is Oregon's primary repository for anthropological and paleontological collections.

Purpose of Position:

The VE Admissions staff monitors the admissions desk and exhibit halls of the museum, and may on occasion be asked to operate the museum store as well. They also assist in support roles for special event staffing and exhibit hall maintenance. This position is heavily based on customer service and is dependent on the staff member facilitating a fun and safe learning environment for a diverse group of audiences. Students receive both on-site training in the position as well as offerings of additional professional development in education, anthropology, earth sciences, museum studies and more.

Duties:

- Greet visitors, answer questions, discuss exhibit themes and content, and promote memberships and future events according to visitor's interest using conversational interpretation.
- Point of Sale transactions for events, reservations, and ticket sales and redemption
- Answering the phone and email communication with professional staff and the general public
- Keep admissions area supplied and tidy.
- Other duties as assigned

We recognize that the qualifications required to excel in this position can come from a range of both professional and lived experiences. Below we describe what we believe to be the most important qualifications for a candidate to have, and we are open to many different backgrounds and experiences that can lead people to develop these skill sets. We strongly encourage applications from anyone who feels passionate about the work and believes they have what it takes to thrive in this role.

Qualifications:

Acceptance of a federal Work-study award is required in order to be considered for this position. A strong background or motivation for customer service is integral. Ability to communicate and make quick and accurate decisions in a busy environment. Prompt arrival and dependability in scheduling and communications is a must, along with a willingness to receiving on site coaching and feedback.

Preferred Qualifications:

- Bilingual in English/Spanish
- Cash handling/retail experience
- Morning/early afternoon availability (9am-1:30pm)

How to Apply:

Application accepted through the [Handshake](https://career.uoregon.edu/handshake) website (<https://career.uoregon.edu/handshake>). Submit a cover letter, resumé, and two professional references. Please include your current class schedule and

indicate if you have federal work study or not. **Resume review is ongoing. Positions are open until filled. Start date: 8/12/23**

Questions? Contact Jered Benedick – Visitor Experience Coordinator – 5413463125 or jbenedi@uoregon.edu