



Minneapolis Jewish Federation Mission

We build community, care for the welfare of Jews everywhere and maximize participation in Jewish life

Position Identification

Title: Campus Services Associate at the Barry Family Campus

Reports to: Operations Manager

Status: Full Time, 40 hrs/week, Monday through Friday 8am to 4pm

Non-Exempt/Hourly -Eligible for Full Time Benefits including: 401k match, medical, dental, LTD/STD/GTL

Purpose

This is a customer service position responsible for staffing the Welcome Desk and assisting visitors at Barry Family Campus.

Position Requirements

- 18 years or older – must be vaccinated or have medical exemption
- Committed to serving the guests and staff at the Barry Family Campus
- Clear and effective communication skills and attention to detail
- Experience in customer service
- Enthusiastic, energetic, and pleasant personality
- Ability to always maintain a positive and courteous attitude, even under stressful circumstances
- Organized & able to multi-task
- Ability to work independently as well as being able to collaborate effectively with colleagues to effectively problem solve
- Computer & internet literacy and ability to learn software programs quickly- Microsoft Office Suite experience a plus

Key Areas of Responsibility

- Greet guests enthusiastically and professionally in person and by phone
- Ensure safety and security measures in place at the Barry Family Campus always remain a priority
- Check in guests according to security policies
- Answer the phone and direct calls to proper tenant staff
- Receive deliveries and notify proper campus staff of mail and packages
- Assist patrons by being knowledgeable about campus programs and events
- Act as liaison between BFC management staff, tenant staff and visitors
- Keep Welcome Desk and surrounding areas neat and organized
- Occasional filing
- Assistance with mailings
- Preparation of event programs
- Assume other responsibilities as needed that may not be included here



Organizational Responsibilities

- Uphold and exemplify the Minneapolis Jewish Federation's mission/vision
- Uphold and exemplify the leadership and or behavioral competencies of the organization
- Exemplify customer service both internally and externally to accomplish the goals of the Campus
- Attend Federation and BFC events as position requires
- Attend regularly scheduled staff meetings
- Other duties as deemed necessary to achieve organization/team goals

Employee

Date

Minneapolis Jewish Federation/BFC Representative

Date