



Minneapolis Jewish Federation Mission

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

Position Identification

Title: Campus Support Associate at the Barry Family Campus

Reports to: Operations Manager

Status: Part Time, up to 15 hrs/week, Monday through Thursday 4 pm to 9pm -additional weekend hours may be available, if desired, **Non-Exempt/Hourly**

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
- 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

If interested, please send resume to Lisa Michalik at lmichalik@jewishminneapolis.org