



Membership Services Staff

Definition: The Membership Services Staff serves under the direct supervision of the Membership Services Supervisor.

Duties: Managing all operations of the building access area.

Registering members for classes, intramurals, outdoor trips and special activities

Accept and secure monies accepted for classes, intramurals, outdoor trips and special activities.

Check out and keep a record of all equipment rentals.

Demonstrate exemplary customer service.

Data entry of member information into our software system.

Possess knowledge about all of the programs, facility policies and personnel.

Qualifications: Education: Must be enrolled in a minimum of six (6) units at California State University, San Bernardino and maintain a quarterly and cumulative G.P.A. above 2.0.

Experience: Must be enrolled in a minimum of six units at California State University, San Bernardino. Must possess and maintain current certifications in American Red Cross CPR and First Aid. Strong interpersonal skills, the ability to cooperate with a team of 20+ individuals comprised of students, staff and faculty. Demonstrate effective organizational, management and supervisory skills. Experience working in a hands-on customer service environment preferred.

Compensation: \$11.25 - \$16.00 per hour.