

Job title: MSC Hotel Night Auditor

Work days/times: 11:00pm-7:00am

Hours per week: 8+

Hourly wage: \$7.00

Description: This position is for the night shift from 11:00 pm until 7:00 am. The nights available are still to be determined. The job responsibilities are to perform the night audit at the hotel in the MSC. Additional daytime hours may be available if desired. The job would include but is not limited to doing the nightly audit for the hotel, providing customer service to MSC guests, giving directions throughout campus, taking reservations, check in and check out of guests, general customer service, check cashing etc. This job is currently only being offered for the Fall Semester but has the possibility of renewing for the Spring.

Qualifications: Must have strong English speaking skills, some accounting experience preferred, good knowledge of A&M programs, the campus, and activities, friendly with good customer service skills, some hotel experience preferred but not required. Must be comfortable with being at the Main Desk by yourself during the night.

Job title: MSC Main Desk & Hotel

Work days/times: Monday-Sunday, 7am-11 pm

Hours per week: 12+

Hourly wage: \$6.00

Description: Meet and greet guests and visitors to campus, give out information, answer questions, check in and check out of hotel guests, general front desk operations, answering the phone, general clerical work, lost & found, other duties as assigned.

Qualifications: Strong verbal skills in English, customer service skills and experience, good people skills, strong knowledge of A&M and its traditions, hotel experience a plus, cash handling experience a plus, must be punctual, must be a current student. Must be able to work weekends.

Employment is pending security screening.

Stop by the MSC Hotel Desk to pick up an application; you may include a resume with your application.