



## NOTIFICATION OF JOB OPENING

**TO:** All City Departments

**POSITION TITLE:** Temporary Part Time Front Desk  
Central/Clemson Recreation Center

**BASIC FUNCTIONS:** The front desk position performs customer service duties, membership sales, manages membership software and generates membership related reports within the Central Clemson Recreation Department. Reports to the Director.

**REQUIRED TRAINING AND EXPERIENCE:** Candidates are required to have graduated from an accredited high school or have a General Equivalency Diploma and general office experience or any equivalent combination of education and experience

**DESIRED SKILLS AND ABILITIES:** The Central Clemson Recreation Center is seeking someone with knowledge of customer service skills. Special consideration will be given to those who can demonstrate an exemplary ability to provide positive and effective working relationships with the general public, city employees, and city officials.

**GRADE AND SALARY RANGE:** \$7.25 to \$8.25/hr. Depending on qualifications.

**HOW AND WHEN TO APPLY:** Applications with resumes taken at Clemson City Hall, Human Resources Department, Monday–Friday, 8:00a.m.–5:00p.m., or mail resume to Human Resources Department, 1250 Tiger Blvd., Suite 1, Clemson, SC 29631. An application can also be obtained online at [www.cityofclemson.org](http://www.cityofclemson.org). The City of Clemson does not discriminate against persons on the basis of race, religion, color, national origin, disability, age, marital status or sex in their opportunity for employment.