

Kuan Yu Chen

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Objective Lab Customer Service Representative

Education University of North Texas, Denton, Texas
BS with a Major in Electrical Engineering
Minor in Business
GPA 3.042

Skills Language; Chinese, Japanese
Programming Language: C++, CSS
Programming Interface: Windows XP, Vista
Software: Photoshop, Illustrator, Microsoft Office

Position Information

*Job ID: 43702

*Job Title: Lab Customer Service Representative - Library 24 hr GA Lab (HR-9604)

Organization Name: [UNT Student Employment: Libraries - 24 hr GA Lab](#)

No of Openings: 1

Work Schedule : TBA

Hours per Week : 20

Internships/Co-op

Hours per Week

(Summer):

Job Paid?: Paid

Position Start

Date :

Position End

Date :

*Job Description: After you have submitted the Student Employment Application, Resume and Cover Letter online,

YOU MUST VISIT <http://www.library.unt.edu/glab/employment/csrpd> AND FILL OUT THE WEB FORM TO BE CONSIDERED FOR THIS POSITION.

You must do all of the above to be considered for the position.

Basic trouble shooting. Assist and train patrons with PC use and software. Must be proficient with Microsoft Office suite, Eaglemail, and Internet browsing. Familiar with Electronic Resources. Monitor the usage and care of the lab facilities; check users in and out of the lab, administrative tasks, answer phones, run errands, and other as assigned.


Job Requirements: Must be UNT student having good language skills, easily understood when answering phones and greeting guests. Must be customer services oriented; organized; a team player; dependable; punctual; able to effectively deal with

the public, able to work with out constant supervision. Should be self motivated driven to learn and retain new skills; good working knowledge of computers and applications, must be firm in following and enforcing policies and procedures. Must be able to lift 10-40 lbs., knowledge of UNT campus helpful.

Account #60300


Posting Information

*Job Location : Denton, TX

*Position Type : Part-time On-Campus

Minimum GPA:

Citizenship :

Classification (click all that apply) : Graduate Student
Undergraduate Student

*Majors : All Majors

*Date Position Closes: 2009/5/8