

South Texas College

Job Announcement 2025-5019

Title: Cashier (Part-time Temporary)

Dept: Call Center Cashiers Office

Reports to: Director of Student Accounts and Bursar

Pay Grade: Part-time

Salary Range: Minimum \$15.50/Hour

Campus: Pecan

FLSA Status: Non-Exempt/Hourly

General Statement of Job

The Cashier is responsible for answering telephone calls, processing credit card payments over the phone, assisting callers concerning status of their accounts, and making outgoing calls.

Specific Duties and Responsibilities

Essential Functions:

1. Answers telephone calls and assists students with their accounts.
2. Processes payments on student accounts and clears holds.
3. Counsels students on payment plans and explains consequences of non-payment.
4. Assist with faxing or emailing payment agreements to students.
5. Makes outgoing calls from various call lists.
6. Assists with updating call scripts specific to the type of outgoing calls.
7. Assists with the registration process each semester.
8. Assists with line control during peak times.
9. Maintains cashier's lab functionality.
10. Assists with the scanning and indexing of documents.
11. Researches discrepancies and resolves questions and issues related to student's accounts.
12. Complies with policies and updates procedures accordingly.
13. Performs other duties as assigned.

Required Education and Experience

1. College Certificate or a minimum of 30 college hours.
2. At least one (1) year of customer service experience, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, and interpersonal communication skills.
2. Strong background in computers and office automation, including word processing, spreadsheets, database, Excel, PowerPoint and knowledge of the Windows environment.
3. Ability to use general office equipment.
4. Ability to work in a fast-paced environment and meet deadlines.
5. Demonstrated commitment to achieving the vision and mission of South Texas College.
6. Ability to read and comprehend simple instructions, short correspondence, and memos.
7. Ability to write simple correspondence.
8. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
9. Ability to apply practical understanding to carry out detailed but uninvolved written or oral instructions.
10. Ability to deal with problems involving a few concrete variables in standardized situations.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a criminal background check under South Texas College policy.
2. Security Sensitive position: In addition, subject to federal background check.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Bending the body downward and forward by bending leg and spine.
3. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
4. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
5. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
6. Ability to make rational decisions through sound logic and deductive processes.
7. Extending hand(s) and arm(s) in any direction.
8. Substantial movements (motions) of the wrist, hands, and/or fingers.
9. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
10. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
11. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
12. Sitting particularly for sustained periods of time.
13. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

14. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, and copies of transcripts (official transcripts required if hired) to:

**SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.
McAllen, TX 78501**

South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.