

Job Title: Customer Service Representative  
Position Number: 4STINFO-HNC-3  
Campus: Central Campus  
Department: Student Information Services  
Job Description: Excellent opportunity for current CPCC students. Looking for an experienced individual to answer incoming calls and emails in the Student Information Services group. This position is required to provide excellent customer service in a timely, courteous and professional manner. The successful candidate must be a quick learner, well versed, self confident, detail-oriented and have a positive attitude. Individuals must be able to handle responsibility in a fast paced environment. Bilingual English/Spanish preferred.

Requirements: Customer Service background, strong customer service skills, detail oriented, ability to multitask, general business/office skills, strong written and verbal communication skills, proficient in Microsoft Outlook, Word and Excel and excellent interpersonal communication skills.

Apply to: Send resume and CPCC employment application to [stuart.beame@cpcc.edu](mailto:stuart.beame@cpcc.edu) or fax attn: Stuart Beame at 704-330-4225.