

Job Description: Admissions Clerk

Date: Summer 2025
Title: Admissions Clerk – Seasonal
Department: Admissions
Position Reports To: Visitor Engagement Manager
Status: Non-Exempt / Seasonal

Summary: The Admissions Clerk is one of the Center’s first points of contact for visitors, with a focus on excellent visitor service. The position works with other front-line staff to achieve efficient and accurate transactions while communicating information on all Center activities.

Job Duties:

- Greets visitors, admitting them to the Center by charging/collecting fees.
- Answers visitors’ questions by maintaining knowledge of Center visitor policies, upcoming events, and local area happenings.
- Answers Center phone, directs callers, and answers questions.
- Assists in tracking various forms of data.
- Assists Visitor Engagement Manager in ensuring Center staff is informed of all changes/ updates.
- Assists in managing Exclusive Tours inquiries and bookings, promoting membership and raffle ticket sales, processing payments, and maintaining participant records.

Competencies:

- Excellent communication skills including active listening, written and verbal.
- Detail-oriented and excellent organizational skills.
- Ability to complete accurate transactions while multi-tasking.
- Proficient computer skills with the ability to learn new software.
- Team player.

Supervisory Responsibilities:

- None.

Required Education and Experience:

- High school degree with two-plus years of visitor service experience preferred.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Position Analysis/Specifications

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		x		
Standing			x	
Walking			x	
Bending Over			x	
Crawling		x		
Reaching		x		
Crouching		x		
Kneeling		x		
Balancing			x	
Pushing/Pulling		x		
Lifting/Carrying				
10 lbs or less		x		
11 lbs to 25 lbs		x		
26 lbs to 50 lbs	x			
51 lbs to 70 lbs	x			
Manual Dexterity			x	
Fine Motor Skills			x	
Gross Motor Skills			x	
Eye/Hand Coord.			x	
Near Vision			x	
Far Vision			x	
Color Recognition			x	
Hearing			x	

Environmental Factors

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside		x	
Working Inside	x		
Working Alone	x		
Working Closely with Others	x		
Excessive Cold/Heat			x
Excessive Humidity/Dampness			x
Noise/Vibrations	x		
Working with Chemicals/Detergents/Cleaners			x
Working Around Fumes/Smoke/Gas		x	
Walking on Uneven Surfaces		x	
Motorized Equipment or Vehicles		x	
Working With Machinery/Motorized Equipment		x	
Climbing on Scaffolds or Ladders (Step Stool)		x	