



University Center Job Description

UCEN ADMINISTRATION RECEPTIONIST

Job Title: Ucen Administration Receptionist

Department: Ucen Administration

Reports To: Conference And Administrative Services Coordinator

Rate Of Pay: \$8.00 Per Hour

Number Of Positions: 4

Under the general supervision and direction of the UCen Administration Conference and Administrative Services Coordinator, the Receptionist is responsible for opening and closing the UCen Administration Office. Other essential duties and responsibilities include:

Customer Service:

The Receptionist represents the UCen Administration Office and is responsible for greeting the general public, which may include students, staff, faculty, administrative personnel, and off-campus representatives who visit the University Center. The Receptionist answers general questions, provides the customer with directions, and gathers and disseminates information as needed.

Phones:

The Receptionist answers and forwards messages to the appropriate person or department on a six (6) line phone system. This includes use of office intercom system, transfer of phone calls and providing staff with detailed messages. Also responsible for faxing documents to a variety of personnel and distributing faxes as received. Maintains fax machine with paper, ink cartridges, and provides trouble shooting as needed.

Typing/Word Processing/Data Entry:

Types and mails purchase order requisitions, room reservations, invoices, envelopes, labels, and any performs other typing tasks as needed. Inputs information, correspondence, memos, logs communications, reports, and other word processing as assigned using a variety of database programs such as Excel, Outlook, and EMS.

Filing/Mail Distribution:

Files purchase order requisitions, Central Stores order forms, accounts payable invoices, packing slips, etc. Keeps files updated by fiscal year in chronological and/or alphabetical order. Sorts and distributes mail daily and redirects mail that may be wrongly delivered. Opens and sorts UCen Administration Office mail to distribute accordingly.



Copy Machine:

Copies various documents for all office personnel. Responsible for maintenance records, reordering supplies (toner, staples, etc.), and trouble shooting.

Office Errands:

Makes frequent trips to campus departments and UCen offices in order to make deposits, deliver reports, or other items as needed.

Office Supply Ordering:

Orders office supplies as requested by office personnel on-line or at the UCSB Bookstore. Maintains supply cabinet inventory.

Room Scheduling (Conference Services):

Assists the Conference Services Manager and Conference and Administrative Services Coordinator with customers who call or walk-in to reserve a UCen conference room or the Cliff House. Checks availability of rooms using EMS computer program and obtains information required to complete a reservation. Copies, files, and mails or faxes event confirmations and invoices. Distributes Cliff House keys and information, maintains Cliff House binder and accepts payment/deposits. Communicates to UCen Service Managers any updated room information.