

University Center

JOB DESCRIPTION

RECEPTIONIST

Job Title: UCen Administration Receptionist

Department: UCen Administration

Reports to: UCen Director

Rate of Pay: \$16.75 per hour

Description

Under the general supervision and direction of Louis Reynaud 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 visitors. The Receptionist answers general questions, provides directions when needed, and gathers information that may need to be distributed.

Phones

The Receptionist answers calls and forwards messages to the appropriate person or department on a multiple line phone system. This includes the use of office intercom system, transfer of phone calls and providing staff with detailed messages.

Staff Support

Assists all office staff with requests for filing, notetaking, cleaning, or other minor office duties. Also includes such duties such as copying, mail distribution, and office supply inventory.

Office Housekeeping

Maintains a clean and welcoming environment by keeping the office, conference room, and receptionist desk tidy and dusted. Keeps the dry erase board clean and ready for meetings. Eliminates any trash and inspect the refrigerator for spills or unclaimed items.

Building Signage

Every shift does a walk-through of the building to remove any outdated or unapproved signage.

Other duties as assigned.

Signature: _____ Date: _____

