



## Admissions Receptionist

Admissions

ADM/8

### JOB SUMMARY

This position performs receptionist duties in support of Admissions Office operations.

### MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance.
- Receives applications, issues receipts and distributes to processors.
- Receives and processes faxes.
- Prepares letters for mailing.
- Makes tour packets.
- Balances daily receipts.
- Performs related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of college and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Director of Admissions assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include college and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of related receptionist duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide customer service support for department operations. Successful performance helps ensure the efficiency of department operations.

### CONTACTS

- Contacts are typically with co-workers, other college employees, students, potential students, parents, and members of the general public.
- Contacts are typically to give or exchange information and provide services.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing or stooping.
- The work is typically performed in an office.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

### **MINIMUM QUALIFICATIONS**

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.