

Work Study Position

Job Title: Work Study (Receptionist)

Location: Lawrence

Part Time: 20 Hours – Evening & Days **Supervisor:** Assistant Director of Admissions

Job Summary: Responsible for assisting the Director, Academic Coordinator, Admissions Counselor and Ladder to Language Coordinator, students, faculty and guests. The individual must work cooperatively in a support role to help achieve the goals and objectives of the college. This candidate will work independently and or collectively as a team player. The incumbent must possess cultural awareness, sensitivity and demonstrate sound work ethics.

Essential Duties / Responsibilities:

- ✚ Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel and monitors visitors.
- ✚ Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- ✚ Answers questions about organization and provides callers with address, directions, and other information.
- ✚ Receives and signs for UPS/FedEx packages, sorts, and routes mail.
- ✚ Maintains fax machines, sends faxes, retrieves and routes incoming faxes.
- ✚ Maintain and monitor classrooms set-ups daily, such as keep in u formation and fully supply with white board markers, erases and easel pads.
- ✚ Creating mailing databases, mailing letters and performs outreach calls
- ✚ Work with Ladder to Language Coordinator in filing, making phone calls, writing assessments and special projects
- ✚ Performs other clerical duties as assigned.

Education & Experience Required: Office experience required. This individual must be proficient in Microsoft Office such as word, mail merge, excel and power point. Must possess excellent organizational and interpersonal skills and be able to interact with staff, faculty, students and the public.

Skills & Knowledge Required:

- ✚ Strong background in clerical practices and procedures.
- ✚ Strong organizational skills and detailed oriented
- ✚ Excellent Communication Skills
- ✚ Strong ability to handle confidential information (a must).
- ✚ Bilingual English/Spanish
- ✚ Ability to lift 50lbs