



Job Description

Title: Receptionist

Reports to: Director of Student Housing and Campus Ops

Description: Provides general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties.

Reception and Hospitality:

- Welcoming visitors by greeting them, in person or on the telephone.
- Answering or referring inquiries.
- Maintains telephone console operation
- Directs calls and visitors accordingly
- Maintains security by following procedures; monitoring log book; issuing visitor badges.
- Responsible for sending and receiving faxes for faculty, staff and students.
- Oversee use and maintain supplies of office equipment (copier, fax machine, computer, printer) located in the reception area

Clerical Assistance:

- Process and keep record of work orders.
- Gather materials and prepare informational packets.
- Assist staff, faculty and students in the use of the centrally located copier.
- Assist in preparing name tags for students and speakers.
- Assist in preparing welcome signs MACC guests and/or events.
- Assist with making copies of handouts and mass readings as needed.
- Assist in maintaining student bulletin boards
- Distribute incoming mail to staff, faculty and students staying on campus.

Minimum Qualifications/Expertise:

- High School Diploma or General Equivalence Diploma.
- Ability to work with a culturally diverse team.

Required Knowledge/Skills:

- Proficient telephone and communications skills
- Multi-tasking ability to perform front desk and secretarial duties simultaneously.
- Microsoft Office skills.
- Professional, friendly and welcoming disposition.
- Self-starter, motivated and reliable.
- Working knowledge of office machines.
- Contributes to team effort by accomplishing related tasks as needed.

Position Type and work hours:

This is a non- exempt full time position, generally Monday – Friday, 8:00 a.m. – 5:00 p.m. May be adjusted to allow for weekend/evening responsibilities.

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 without notice.

"Candidate must be bilingual and speak Spanish comfortably. MACC is a Catholic institution of higher education. The successful candidate must respect and actively support MACC's Catholic identity and mission. MACC is an equal opportunity employer."

(Revised – January 2017)