



Position Title: Part-Time Receptionist - NWSA

Job Code: 8300

Reports To: Program Leader

Grade: C1

FLSA: Non-Exempt

Job Description:

The Part-Time Receptionist provides the first impression, administrative support, and information of New World School of the Arts to the general public via telephone and in person

Duties & Responsibilities:

- Handles the distribution of both high school and college mail, logs in/out packages and airline tickets received for school employee
- Maintains abreast of current information on events and meetings taking place at NWSA
- Provides general and often detailed information about NWSA (high school and college) over the telephone
- Routes calls to the correct division/department for further assistance and provides directions to NWSA from any given point
- Dispenses and keeps track of duplicating paper for all NWSA divisions and departments
- Maintains the reception area, supply closet and provides assistance with mailings and other tasks as needed by high school and college employees
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Minimum of a high school diploma or the equivalent
- Two (2) years experience in clerical work
- Excellent oral and written communication skills
- Knowledge and ability to apply customer service techniques at the Service Desk
- Ability to work with minimal supervision

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name