

**St. Thomas More Newman Center
Receptionist**

Job Description

Identifying Information

Position Title: Receptionist
Status: Part-time, 12 months, non-exempt
Reports to: Administrative Associate

Primary Function

The receptionist serves as the welcoming, friendly and often first point-of-contact for the Newman Center. The receptionist is the communication hub for community members, students, group members, and staff. This includes serving as an information resource at the Newman Center and assisting with various administrative needs of the Newman Center staff or community members.

Specific Job Responsibilities

In addition to the primary responsibility, the receptionist is responsible for the following tasks:

- Specific tasks directed by the Administrative Associate, which may include but not be limited to data entry, mailings, word processing and various computer tasks, and copying.
- Print and posting of evening activity schedule in lobbies.
- General cash handling of book sales, ticket sales, etc. that take place at the front desk
- Monitor activity and security of the facility at all times.
- Other minor clerical tasks on an as needed basis requested during working hours by staff or community members.

Core Competencies

1. Relational

- Welcoming, friendly, outgoing and service-oriented attitude

2. Communication

- Ability to clearly convey a message verbally, in person and over the phone, and in writing

3. Problem-Solving and Initiative

- Ability to think quickly in the moment
- Ability to develop alternative solutions

4. Organization and Attention to Detail

- Efficiently performs tasks thoroughly and accurately

5. Administrative

- Ability to work with standard office equipment (copier, phones, computer, etc.)

6. Mission Focus

- Familiarity with the mission and functions of the Newman Center

Education, Training, and Experience

- Previous office/clerical work highly preferred
- Minimum education requirement: high school graduate

Work Schedule

Monday through Thursday evenings: 4:00 p.m. to 9:00 p.m.

Sunday morning on a rotating basis: 9:30 a.m. to 1:30 p.m.

Days and time subject to change