

**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 communication link 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.

**Secondary Function**

- During the time of Covid-19 the Receptionist will assist with extraordinary duties to maintain public safety measures at the Newman Center. These include duties such as sanitation in the worship environment and greeting at Mass and are scheduled on an as-needed basis, secondary to the primary responsibilities of the position.

**Position Content**

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 daily activity schedule in the lobbies and other signage as needed.
- 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.

**Position Specifications and Requirements**

***Skills, Knowledge, and Abilities***

- Ability to work with standard office equipment (copier, phones, computers)
- Friendly and welcoming personality
- Detail oriented and conscientious in completing tasks
- Familiarity with and an affinity for the Newman Center

***Education, Training, and Experience***

- Minimum education requirement: high school graduate

**Work Schedule**

- Monday through Thursday evenings 4:30 p.m. to 9 p.m.
- Alternating Sundays 9 a.m. to 1:30 p.m.
- During the time of Covid-19, the work schedule will vary based upon periodic changes to public hours and ministry activities.