

Holy Cross College
Student Employment

Title: **Faculty Reception**

Department: Academics

Supervisor: Phyllis Scott

Email: pscott@hcc-nd.edu

Schedule: Approximately 10 hours per week to be determined with the supervisor

Rate of pay: \$10.00 per hour

Location: Vincent Faculty Reception

Purpose

Provide support to the Faculty Administrative Assistant. The employee in this job must professionally respond to guest's inquiries regarding various issues on advising appointments, directions, faculty and/or adjunct office locations or office hours, etc. These employees will need to interact both with people in person and with incoming phone messages.

Essential Job Duties:

- Engage proactively with people entering the Reception Area needing information; assist with inquiry or pass on to an appropriate party for clarification
- Answer telephones promptly and professionally handling the caller's request or transferring call as necessary; direct the caller or visitor to requested location or person on campus
- Provide general administrative assistance as necessary to serve the needs of other college faculty, staff and administration
- Other duties as assigned

Minimum Education, Skills and Abilities:

- Excellent interpersonal, written, and oral communication skills
- Ability to work with a minimum of direct supervision