

POSITION DESCRIPTION

JOB TITLE: Part-time Evening Receptionist/Secretary

DEPARTMENT: Nevada

DIVISION:

HOURLY WAGE: \$12.30

HOURS PER WEEK: 29

FLSA: NON-EXEMPT

IMMEDIATE SUPERVISOR: Director, Nevada Center

SCHEDULE DETAILS: CLASSIFIED STAFF/RANGE 2/12 MONTHS

DATE OF LATEST REVIEW/REVISIONS: 7/10/2023

Position Summary

Provide clerical support for the Crowder College Nevada Instructional Site as well as other functions listed below.

Essential Job Duties

- Serve as primary receptionist.
- Answer telephone and greet visitors, responding to questions, ascertaining nature of requests and directing accordingly, taking accurate messages as necessary.
- Type or key in a variety of documents, compose correspondence as directed, and proofread work for accuracy.
- Organize and maintain the office filing system, filing correspondence and other documents as required, utilizing computerized database and spreadsheet programs in addition to manual systems.
- Assist students with enrollment and financial aid processes as needed, accessing student information on the student database.
- Complete the deposit daily and submitting all payment information and bookstore transactions for deposit, as well as bookstore Z out, cash drawer reconciliation, and reporting all transactions to the appropriate offices.
- Assist in organizing and coordinating special events such as open houses, workshops or meetings, arranging for rooms, room setups, meals and refreshments as necessary.
- Report all computer and technology issues to the Information Technology department as needed and assist students and staff with technology issues.
- Prepare enrollment schedules for students and individual advisors, checking to see if all students are ready to enroll.
- Scan and file student documents. Enter data in the student database and proctor student testing.
- Assist students and staff with computer or technology issues.
- Assist with duties of the Student Services Coordinator and other advising and student service staff and perform work for them as needed, including data entry.
- Assist with testing services including but not limited to entrance testing, online testing, make-up exams and assignments, "special needs" testing, and non-Crowder testing services.
- Perform general office and lounge area cleaning, inventory, and organizing as needed or assigned.
- Perform other related tasks as required.

Required Knowledge, Skills & Abilities

- High School diploma or equivalent.
- One (1) year related work experience.
- Well developed spelling, grammar, and proofreading skills.
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Preferred Knowledge, Skills & Abilities

- Associates Degree

Positions Supervised

- None

Working Environment

- A neat appearance is required and appropriate apparel must be worn.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical

- Access information via the Crowder College computer network.
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk and/or hear.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language/Communication Skills

- Ability to read and understand the English language.
- Ability to communicate effectively with a variety of people, including staff, students and the general public.
- Ability to understand oral or written instructions, and to ask appropriate questions for clarification.

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