



STUDENT EMPLOYMENT OPPORTUNITY

Posting Date: April 1st, 2014
Department: Admissions
Position: Admissions Receptionist for 2014-2015 Academic Year
****This position would begin between May-August depending on applicant's availability**
Supervisor: Thea Block
Hours per Week: 15-25
of Jobs Available: 1

Job Description:

- Function as receptionist for the Admissions department
 - Transfer calls, emails, and other requests to appropriate personnel in a timely manner.
 - Track staff schedules to ensure adequate office coverage.
 - Maintain a clean and inviting reception area.
 - Answer phones by third ring and provide accurate information and transfer calls to the appropriate individual. When requested, answer phones for other staff members when they are unable to do so.
 - Greet visitors warmly and facilitate smooth introductions to admissions staff members as well as other students/faculty/staff with whom they meet.
- Assist the Admissions Staff
 - Prepare visit materials (e.g., packets of information) to be given to visitors.
 - Seek ways to enhance the campus visit experience.
 - Maintain conference room calendars.
 - Manage special projects, such as bulk mailings and email blasts to groups of students.
 - Help with data entry tasks.
 - Support the Application Processes Specialist in managing the application process for prospective students seeking admission to Multnomah.
 - Assist with processing of inquiries from prospective students and other constituencies, including data entry into the SIS.
- Work collaboratively with other University employees and students.

Experience & Skills Needed:

- Love for and basic knowledge of Multnomah.
- At least two years of experience in an office environment is preferred.
- Must possess effective communication skills both written and oral. Must be comfortable and effective communicating one-on-one in person and over the phone.
- Must have excellent interpersonal skills, including the ability to respond well and quickly when faced with unexpected circumstances.
- Must fulfill tasks with accuracy and attention to detail, while meeting deadlines.

If it's Bible you want, then you want Multnomah!

MULTNOMAH UNIVERSITY

8435 NORTHEAST GLISAN STREET PORTLAND, OREGON 97220 PHONE: 503.255.0332 TOLL FREE: 800.275.4672 WEB: WWW.MULTNOMAH.EDU

- Must handle confidential information appropriately.
- Must make a positive, welcoming, professional first impression.
- Must be able to work in a team environment, be self-motivated, possess strong organizational skills and be able to work on multi-tasks concurrently.
- Must be able to work independently, showing resourcefulness and initiative.
- Familiarity with PC's and working knowledge of Word, Excel and the use of e-mail is required Must be competent with computers and integrated computing systems. Expertise in multimedia, electronic communication, databases and web page creation and editing may be preferred. Knowledge of computer programming and PowerCAMPUS is helpful.
- Graduate, Seminary and Undergraduate students are welcome to apply, though hours needed may limit the hiring of Undergraduate students.
- The ability to lift and carry 40 pounds is preferred.

To Apply: Please submit the following items to Thea Block in the Admissions Department.

- An application which you can be accessed online or in the HR department.
- A letter explaining your interest in this position and why you'd be a good fit.
- A professional reference. Contact information required; a letter would be preferred.

If you have questions regarding this position please contact: Thea Block at theablock@multnomah.edu or 503.251.6486

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