



# STUDENT EMPLOYMENT OPPORTUNITY

**Posting Date:** July 29, 2014  
**Department:** Admissions  
**Position:** Receptionist  
**Supervisor:** Campus Visit Coordinator  
**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.

## SKILLS/EXPERIENCE GAINED:

- Knowledge of Admissions department procedures including application processing, use of data systems such as PowerCampus, and campus visit processes
- General receptionist abilities including answering/transferring phones, greeting visitors, and acting as the first contact for inquiries/visitors

- Increased accuracy, attention to detail, interpersonal skills, reliability, organization, self-motivation, and problem solving abilities
- Experience in higher-education setting

**Job-Specific Qualifications:**

- 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.
- 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 PowerCAMPUS is helpful.
- Graduate, Seminary and Undergraduate students are welcome to apply, though hours needed may limit the hiring of Undergraduate students.

**General Qualifications:**

- Must be a current student enrolled at least half time at Multnomah University

**To Apply:**

Complete the Student Employment Application online at [www.multnomah.edu/student-employment](http://www.multnomah.edu/student-employment). The hiring supervisor for this position will receive your application once it is submitted and will contact applicants for interviews.

If you offered the position and this is your first on campus job, you will need to complete the I-9 with HR before your first day. See list of documents you can bring to complete the I-9 at [www.multnomah.edu/student-employment](http://www.multnomah.edu/student-employment).

**If you have questions regarding this position please contact: Thea Block**

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