



For Faith, Scholarship and Community

MARQUETTE UNIVERSITY HIGH SCHOOL

Job Title: Receptionist

Job Start Date:

Application Closing Date: until filled

FLSA Status: Hourly, full-time or part -time

Date the job description was created/revised: June, 2022

SUMMARY OF THE POSITION:

To provide general receptionist duties including welcoming and assisting students and visitors in a professional manner, as well as providing telephone duties and other assigned administrative tasks.

MAJOR DUTIES AND RESPONSIBILITIES:

1. **Telephone Duties:**
 - a. Route phone calls to personnel in the school.
 - b. Provide general information about the school and daily activities to callers.
 - c. Distribute emergency and non-emergency messages to employees and students.
 - d. Page students, faculty/staff before and after school for various activities, and to pick up items or messages in the main office.

2. **Receptionist Duties:**
 - a. Greet and assist visitors, students, employees and delivery personnel entering the school office in a professional and respectful manner.
 - b. Assist with checking students in and out of the building, and with attendance as needed.
 - c. Create weekly student bulletins.
 - d. Update telephone and voicemail directories as needed.
 - e. Distribute materials to faculty mailboxes from students, staff, and the public.
 - f. Use the emergency phones to communicate with the faculty in the classrooms.
 - g. Distribute materials to students brought in by parents.

- h. Oversee package deliveries in the main office and making sure that they get to the correct personnel.
 - i. Manage office supply inventory, place orders for general office supplies from list of designated vendors, keep record of purchase orders and packing slips
 - j. Serve as the primary work permit officer, processing work permits for students
 - k. Assist with Admissions Book Program
3. **Summer Duties:**
- a. Record attendance for our summer school.
 - b. Verify absences with parents for both summer programs.
 - c. Assist with summer mailings for current and new parents and students.

QUALIFICATIONS:

Strong communication and customer service skills, English and Spanish speaking skills strongly preferred.

SUPERVISION RECEIVED:

TERMS OF EMPLOYMENT:

This position is a full-time or part-time, year-round position. It requires frequent contact and communication with others, multitasking, repetitive motion, some bending and requires the use of computers, various monitors and other office equipment.

WORKING ENVIRONMENT:

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

How to apply: If you are interested, please email your cover letter and resume to the Human Resources Manager, at jobs@muhs.edu.