

Office of Student Life Front Desk Receptionist

Job Description

Provides office and clerical assistance to the Office of Student Life. Job Duties include answering telephone lines, assisting visitors, sorting mail, campus deliveries, meeting scheduling, managing office supply orders and related equipment, assist student organizations with payments for approved funding and van rentals, Assist staff with meeting scheduling, department projects and events

Additional information: Please note that all Student Life student employees are expected to participate in mandatory staff trainings during the Fall and Winter semesters.

For more information about Student Life, please visit our website at www.qvsu.edu/studentlife

Qualifications

- Excellent oral and written communication skills
- Ability to perform receptionist duties and provide excellent customer service
- Proficient in Microsoft Office software and able to operate standard office equipment
- Attention to detail and the ability to document processes for future reference
- Ability to work well in a fast-paced team environment with diverse faculty, staff, and students.
- Ability to work 10-12 hours during office hours (7:45am-6pm Monday-Thursday; 7:45a-5pm Fridays)