



REFORMED UNIVERSITY

1724 Atkinson Rd., Lawrenceville, GA 30043

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Job Description: Receptionist at Reformed University

Position: Receptionist

Employment Period: August 7, 2023, to November 17, 2023

Working Days: Monday to Thursday

Working Hours: Three shifts available – Monday to Wednesday

- a. 9 am to 1 pm
- b. 1 pm to 5 pm
- c. 5 pm to 9 pm

Compensation: \$10 per hour. Tuition Credit

Reformed University is seeking a reliable and proactive Receptionist to join our team during the specified period. As a receptionist, you will play a vital role in providing support to professors and staff, ensuring the smooth operation of university facilities, and contributing to a welcoming environment for students, faculty, and visitors. This is a temporary position without CPT or OPT opportunities.

Key Responsibilities:

1. Greeting and Assisting Visitors: Welcome students, faculty, and guests to the university's premises, providing them with a friendly and professional first point of contact.
2. Technological Support: Assist professors and staff with their technological needs, such as setting up audiovisual equipment, troubleshooting basic technical issues, and directing them to appropriate resources when necessary.
3. Security Management: Monitor the access to university buildings, ensuring that doors are properly locked and access control protocols are followed. Report any security concerns promptly to the appropriate personnel.
4. Energy Conservation: Responsible for ensuring that lights and electronic devices are turned off when not in use, contributing to the university's sustainability efforts.
5. General Maintenance: Keep reception area and common spaces tidy, cleaning out trash and maintaining a neat and organized workspace.
6. Effective Communication: Answer incoming phone calls, respond to inquiries, and redirect calls to the appropriate departments or individuals.
7. Mail and Package Handling: Receive and distribute mail and packages, ensuring timely delivery to the recipients.

8. **Administrative Support:** Assist with basic administrative tasks, such as data entry, filing, and photocopying documents.
9. **Flexibility in Duties:** Be open to taking on additional responsibilities as required by supervisors, particularly during busy periods or special events.

Requirements:

- Current Student at Reformed University.
- High school diploma or equivalent qualification.
- Previous experience in front-desk role is preferred but not required.
- Strong interpersonal and communication skills to interact with diverse individuals effectively.
- Tech-savvy with the ability to troubleshoot minor technical issues.
- Excellent organizational skills and attention to detail.
- Ability to work independently and take initiative to complete tasks efficiently.
- Reliable and punctual, with the ability to adhere to the specified working hours and schedule.

This temporary Receptionist position offers a valuable opportunity to contribute to the university community while gaining exposure to the academic environment. If you are enthusiastic about providing exceptional service and supporting the university's daily operations, we encourage you to apply.

To apply, please submit your information via the link below.

Note: CPT or OPT will not be provided for this position. Compensation for this role may be provided in the form of Tuition Credit, which can be used towards Reformed University's academic programs.

Application

<https://form.jotform.com/231986068980168>