

## Evening Receptionist Job Description

**Position Type:** Administration

**Location:** Carbon County Higher Education Center, Rawlins, Wyoming

**Reports To:** Executive Director

**Terms of Employment:** At-will, hourly, non-exempt, 12 month, part-time, fringe benefits

**Required:**

1. Must be at least 16 years of age, High School Diploma/GED preferred
2. Microsoft Office Suite, including Outlook, word processing, spreadsheets, and Power Point
3. Organizational skills, including ability to implement and maintain an office filing system and the ability to prioritize tasks.
4. Excellent English, grammar, punctuation, and oral and written communication skills.
5. Excellent interpersonal skills including ability to keep confidences
6. Ability to work with traditional and non-traditional students
7. Ability to operate office equipment and machines including photocopy machine, phones, computers, projectors, video conference system.

**Essential Functions:**

1. Answer telephone and convey messages as needed; Greet, direct, and provide general information as needed
2. Provide support for teachers, students, and colleagues.
3. Accurately input student registration data, register students, and receive payments for tuition using Lumens student registration software. Assist students with self-registration over the phone as needed.
4. Maintain and organize the CCHEC scrapbook.
5. Type, file, photocopy, shred paperwork as needed.
6. Assist the public with computer support as needed. Collect any fees for making photocopies.
7. Room maintenance: Set-up for classes with technology needs, table set-up and signs. After the class turn off technology, put tables back, remove signs, etc.
8. Close down and lock building at the end of the night.
9. Other duties as assigned by the Executive Director.