

FEDERAL WORK STUDY PROGRAM

College Tender Tech Receptionist Worker-Flint

Location: Flint Campus 7:00 a.m. – 6:00 p.m.

Supervisor: Angie Moore Hourly Rate: $8.00

Under general supervision, provides assistance to students, instructors, staff members and the general public while working in Tender Tech. Greets college visitors in a pleasing manner; determines the nature of their business, and provides appropriate information to other employees as needed; answers, screens and routes telephone calls promptly and courteously to appropriate staff; delivers complete, accurate and legible messages in a timely manner. Properly responds to all inquiries and requests for information in a courteous and timely manner.

Assists with the coordination of meetings and/or special events on campus; assists with maintaining an orderly and clean environment in and around the office. Provides administrative support such as typing, filing, ordering supplies, data entry and/or sorting mail, etc., and performs other duties as necessary.

Accepts direction and feedback from supervisors and follows through appropriately.

Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes policies on break and lunch periods; uses work time appropriately.

Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.

Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.

**Minimum Qualifications:**
Self-starter, excellent interpersonal and customer service skills; highly organized, strong verbal communications skills. Knowledge of proper phone etiquette; professional dress; knowledge of phone system operation; and knowledge of college activities and operations.