**FRONT DESK ASSISTANT**

**WORK BASED LEARNING (WBL)**

**(PART TIME)**

**HENRY CENTER CAMPUS**

 **MINIMUM QUALIFICATIONS:**

Current high school student eligible for the Work-Based Learning program.

**POSITION SUMMARY:**

# Southern Crescent Technical College seeks motivated high school students enrolled in a Work-Based Learning (WBL) program to serve as Front Desk Assistants and Telephone Receptionists. Students will develop valuable workplace skills in communication, customer service, and office operations while supporting front desk activities at various campus locations.

**RESPONSIBILITIES**:

* Welcome visitors, students, and staff in a courteous and professional manner

• Answer and route incoming telephone calls promptly and accurately

• Record and deliver clear and complete messages

• Provide basic information regarding services, programs, and campus operations

• Assist with appointment scheduling and calendar management

• Perform general office tasks such as filing, data entry, and preparing materials

• Maintain an organized and presentable reception area

• Support staff with additional clerical duties as assigned

* Maintain confidentiality and comply with all college policies

**COMPETENCIES**:

* Strong communication and interpersonal skills
* Professional appearance and demeanor
* Good organizational and time management abilities
* Ability to work independently and as part of a team
* Basic computer skills (Microsoft Office Suite preferred)
* Dependable, punctual, and committed to high-quality customer service

**SALARY:**

Hourly wage per WBL placement agreement.

**SPECIAL NOTES:**

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770) 229-3454.

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