I. POSITION TITLE: Evening Receptionist (Part Time)

II. EMPLOYEE CLASSIFICATION: Classified

III. JOB CLASSIFICATION: Nonexempt

IV. ACCOUNTABLE/REPORTS TO: Campus Executive Officer

V. POSITIONS REPORTING TO THIS POSITION: None.

VI. DUTY HOURS: Part-time evenings and Saturdays; less than 30 hours a week. Hours may vary.

VII. MINIMUM REQUIREMENTS:

EDUCATION: High school diploma or GED equivalent.

EXPERIENCE: Excellent interpersonal skills, good written communication, organizational, and data entry skills. Knowledge in the use of a multi-line phone system. Basic computer skills (Windows 95 or later) preferred.

PHYSICAL: Occasionally lift and/or move objects up to 30 lbs.

SKILLS EXPECTATIONS: Prior office experience essential. Must have excellent organizational, interpersonal skills and be extremely customer-oriented with a strong work ethic.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: To answer the telephone and greet students in the evening, lock up the school at night after classes, assist all departments with communication with students in the evening, in support of the mission of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

* A. Answer the telephone using the script provided.

* B. Greet new and continuing students.

C. Request each new prospect fill out the College Career Interview Sheet.
D. Monitor and complete faculty printing requests.

E. Mail NAU birthday cards to continuing students.

* F. Enter data for CampusVue, to include quick leads, admissions packets, and various data as needed.

G. Other duties as assigned by supervisor.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

A. All faculty, students, staff, and members of the community, as well as local, state and federal agencies and organizations.

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures, and practices of the university and/or the university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

*Denotes essential elements of the position.