



Student Work Study Job Posting

LC Department: Financial Aid

On-campus Supervisor/Contact: Angela Weaver, Financial Aid Director

Off-Campus Site: Madison County Urban League, Inc.

Off-campus Supervisor: President/CEO or Designee

Hours per week: **5-30** (Contingent upon organization's needs and student's eligibility)

TITLE: Receptionist

DEPARTMENT: Administrative/Programs

POSITION SUMMARY:

Responsible for managing the front desk, greeting customers, answering telephone calls and performing various administrative tasks to ensure smooth office operations. As the first point of contact for customers and employees, providing a welcoming and professional environment. Performs other duties as required.

ESSENTIAL DUTIES:

1. Greet all office guests.
2. Answer and forward telephone calls as applicable.
3. Provide clerical tasks as assigned
4. Provide customer service: addressing inquiries, resolving minor issues, ensuring a positive experience
5. Receiving and sorting mail and packages.
6. Maintain the reception area – keep the area clean, organized and presentable, and supplies are available.

SKILLS AND KNOWLEDGE REQUIREMENTS:

- Customer service skills or substantial related experience are required.
- Successful business, non-profit, or clerical experience preferred.
- The ability to work well with others.
- To be thorough and pay attention to details.
- Well-developed interpersonal skills.
- Administrative skills.
- Ability to communicate effectively with diverse audiences.
- Patience and the ability to remain calm in stressful situations.
- The ability to accept criticism and work well under pressure with sensitivity and understanding.
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Student Work Study Employment offers students the opportunity to work while a student at Lewis and Clark Community College.

Applications for this position should be submitted electronically or in person to Kathie Allen in Financial Aid located in Reid 1201. <https://www.lc.edu/pay-for-college/financial-aid/types-of-aid/work-study.html>