

## **Receptionist**

Point University is a private liberal arts institution that educates our students within a Christian worldview, so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

Point University is seeking a full-time Receptionist. This position is multi-faceted, so the ability to multi-task and produce in high stress environments is required. The Receptionist provides front-line support by phone and physical presence at the front door of the main institution facility. Other duties as assigned by the Director of Admission and Chief Enrollment Officer.

### Primary Responsibilities:

- Welcomes visitors by greeting them, in person or on the telephone, and directing to appropriate department
- Maintains employee and department directories
- Daily opens and closes front lobby; oversees entry and exit to the building through the front/main entrance; assists visitors with sign in process.
- Oversees campus visits for all guests on campus (Admission campus visits, meetings and interviews with all outside individuals) - This includes setting up admission campus visits and scheduling of admission tour guides and staff.
- Assists enrollment department with events and any other office duties as assigned.

### Position Requirements:

- Must possess a minimum of a high school diploma or equivalent
- Skills:
  - Must possess outstanding customer service skills
  - Excellent verbal communication skills
  - Able to work under pressure
  - Experience with Microsoft Office tools

### Office Hours

- Monday – Thursday: 7:45 a.m. – 5:00 p.m.
- Friday: 8:00 a.m. – 4:00 p.m.