

Receptionist

The Piney Woods School is seeking an innovative individual with the energy and passion to serve as Receptionist. The successful candidate will appreciate and embrace the school's history, mission and values, but will also be committed to creating new possibilities for the school that will help to guarantee a strong and vibrant future.

The Piney Woods School was founded in 1909 on land known as the piney woods located near Mississippi's capital city of Jackson, emphasizing educating the head, heart and hands of every student through academic achievement, community service and occupational skills. The Piney Woods School endures today as the largest historically African American, independent, college preparatory, boarding school in the country. The school's current operating budget is supported annually through tuition and public and private support. The school holds assets of more than \$16 million including the school's property (a main campus, farm, and other real property) and a small, restricted endowment.

Qualifications:

- A bachelor's degree with one year of admissions experience preferred, but not required
- A strong work ethic, sense of responsibility, and a commitment to excellence in education
- Ability to communicate effectively at all levels
- Relates well to/with children
- Strong organizational skills a must
- Well-groomed, professional attitude, and cheerful/pleasing personality
- Proficiency in computer use with a preference given to candidates with experience in Microsoft Office
- Type accurately 40-50 words per minute

Knowledge, Skills, and Abilities:

- Ability to perform multiple, non-technical tasks with a potential need to upgrade skills to meet changing job conditions; operating standard office equipment; and utilizing pertinent software applications
- Flexibility is required to work with all departments in a variety of circumstances
- Ability to maintain confidentiality when necessary; adapt to changing priorities; working with frequent interruptions; displaying tact and courtesy at all times
- Working knowledge of enrollment/admissions and academic procedures, regulations, and policies
- Strong writing and oral communication skills
- Ability to compose, proof, and edit documents
- Ability to communicate with students, parents and other visitors

Essential Duties and Responsibilities:

- Provide support and assistance to the front office
- Type correspondence and reports
- Answer telephone inquiries concerning admissions and the application process
- Assist in the facilitation of student registration
- Ensure that the front door is unlocked and locked, daily
- Pick up and distribute all items within the building (USPS mail and inter-campus mail)
- Greet individuals entering the building; respond to inquiries; direct visitors to appropriate location within the building
- Answer, screen, and transfer calls; respond to inquiries and take detailed messages
- Maintain building information (directories and other information that is pertinent to daily operations)
- Maintain resources for visitors (applications, newsletters, etc.)
- Perform general clerical duties (faxing, copying, data entry, etc.)
- Stay abreast of all campus activities (daily academic schedules and campus wide events)
- Keep lobby and receptionist area neat and clean at all times
- Monitor work students
- Perform other duties as assigned