



# **BENNETT COLLEGE**

## **Job Posting**

**Title:** Receptionist/Clerical Assistant

**Date of Posting:** 01/07/19

**Closing Date:** Until Filled

**Job Code:** 19-0107BLN

**Department:** Martin Dixon Intergenerational Center (MDIC)

**Reports To:** Director, MDIC

### **GENERAL SUMMARY:**

The Receptionist/Clerical Assistant is responsible for a wide range of administrative and support related tasks. This individual will manage, coordinate, and direct all office activities to ensure an effective and efficient operation. The person in this position will exhibit professional office demeanor in appearance and interaction with others.

### **ESSENTIAL JOB FUNCTIONS:**

- Manage the MDIC calendar which requires interaction with both internal and external senior administrators, assistants, faculty, staff, students and consultants to coordinate a variety of meetings
- Answer phone and direct all incoming calls to appropriate party promptly and efficiently and/or take accurate messages, relay messages to appropriate individuals in timely manner and return calls as needed
- Communicate and handle incoming and outgoing electronic communications on behalf of the Director
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Maintain accurate and current roster
- Keep office decorum professional at all times

- Type short memorandums, letters, reports, meeting agendas and prepare packets for meetings
- Collate packets of information to be distributed as requested
- Maintain office equipment
- Assist the Director at special programs and events
- Perform other related duties as assigned
- The receptionist may be called upon to substitute for a teacher if a substitute is not available
- Perform any childcare related duties as assigned

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong working knowledge of computer software programs including MS Office, Desktop Publisher, Microsoft Excel, NetMeeting, PowerPoint, Microsoft Outlook, and Internet Explorer
- Ability to interact with faculty, staff (at all levels), and students
- Ability to maintain professionalism and confidentiality
- Ability to work independently with little or no supervision
- Ability to give direction to others
- Knowledge and practice of effective customer service
- Knowledge of general office equipment: computers, fax, copiers, scanners, printers, digital camera, and phone system
- Accurate typing skills
- Excellent oral and written communication skills
- Excellent telephone communication skills
- Strong organizational and analytical skills
- Ability to prioritize
- Strong interpersonal skills
- Ability to work within a diverse community and to work independently
- Ability to multi-task
- Knowledge in Early Childhood Development

### **EDUCATION AND EXPERIENCE:**

#### Required

- Associate's Degree in related area or three (3) or more years clerical experience

Preferred

- Bachelor's degree in related field
- Three (3) or more years clerical experience in higher education

**HOW TO APPLY:**

Interested candidates should submit a complete applicant packet, which includes the following documents:

- cover letter
- resume
- application for employment (found at [www.bennett.edu](http://www.bennett.edu))
  - reference Job Code **19-0107BLN**
- unofficial transcripts from every college and university attended
  - official transcripts are required if an offer of employment is accepted

**ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED**

**Applicant packets must be received ONLY by email at:**  
[hr@bennett.edu](mailto:hr@bennett.edu)

Resumes received without the job code will not be considered.

**NO PHONE CALLS PLEASE!**

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.