



Job Description: President's Office Secretary/Receptionist

The President's Office Secretary/Receptionist shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and term of employment shall be fixed by the Board of Trustees upon the recommendation of the President. This position reports to the Executive Assistant to the President.

Qualifications:

This position requires organizational, clerical, and computer skills (word processing and spreadsheet applications), excellent interpersonal skills, and ability to maintain confidentiality.

Description:

The President's Office Secretary/Receptionist will provide clerical support and provide assistance as needed to the President's Office and the Director of Institutional Development & Alumni Services. This is a full-time, salaried, non-exempt position covered by the Public Education Employee Retirement System of Missouri (PEERS).

The President's Office Secretary/Receptionist shall:

1. Perform routine duties for smooth daily operation, i.e. open blinds, unlock files, keep work room in order and supplies stocked, etc.;
2. Greet and announce all incoming visitors;
3. Answer switchboard as needed, telephones, transfer calls where necessary;
4. Deliver in-house mail as appropriate;
5. Produce requisitions as needed;
6. Complete facility use forms as needed;
7. File and maintain files;
8. Order flowers or plant for funerals, hospital stays, and music/drama production;
9. Purchase and prepare monthly employee birthday cards;
10. Prepare Holiday card lists;
11. Report daily absences from President's Office, Marketing/Public Relations, Alumni, and Computer Services;
12. Perform clerical duties and provide assistance as needed for the President's Office Administrative Assistants, Director of Institutional Effectiveness, and Director of Institutional Development & Alumni Services;
13. Prepare letters, process deposits, appeals for Alumni and Foundation;
14. Maintain database for Alumni and Foundation;
15. Assist with Alumni and Foundation events;
16. Attend training on database for Alumni and Foundation, if deemed necessary;
17. Assist with holiday/special event planning as needed;
18. Update MACC history file each year;
19. Perform annual office inventory;
20. Perform other duties as assigned.