Job Description: Part-time Evening Secretary/Receptionist – Advanced Technology Center

The Advanced Technology Center Part-time Evening Secretary/Receptionist shall be appointed by the Board of Trustees upon recommendation of the President. The salary and term of office shall be fixed by the Board of Trustees upon recommendation of the President. This position reports to the Director, or as designated.

Qualifications:
This position requires computer, communication, clerical, organization, telephone and customer service skills. High school diploma or equivalent required, associate’s degree is preferred.

Description:
This is a part-time, evening position with a preferred schedule of 3-9:30 pm, Monday through Thursday providing campus evening office support. This is an hourly position covered by the Public Education Employee Retirement System of Missouri (PEERS).

The Part-time Evening Secretary/Receptionist shall perform the following essential tasks/responsibilities:

1. Be familiar with the curriculum, policies, and general operations of Moberly Area Community College (MACC);
2. Answer telephone and direct calls to appropriate people in a professional manner;
3. Greet and assist students and the general public with an attitude reflecting a student friendly environment;
4. Assist with scheduling and proctoring of tests (COMPASS, ACT, NLN, TEAS, Online, etc.);
5. Assist with student enrollment operations/procedures, as needed;
6. Enter applications and test scores, scan paperwork, make copies and file in appropriate locations;
7. Assist with taking tuition payments, testing fees and dispersing state, federal and college refunds;
8. Assist staff in general office operations;
9. Assist with classroom set up, such as ITV, virtual, etc.;
10. Maintain appropriate supplies for faculty and staff;
11. Assist faculty with requests/needs;
12. Use discretion at all times when dealing with faculty, staff and students;
13. Maintain an appropriate and professional attitude at all times;
14. Perform other duties as assigned.