JOB DESCRIPTION

Position: Receptionist

Reports to: Chief of Staff/Secretary of the Board
Department: President’s Office
FLSA Status: Non-Exempt
Scope: The Receptionist provides clerical support in the President’s Office.

Specific Responsibilities:
- Provides direct support for the Communications and Events Coordinator and Chief of Staff.
- Handles, sorts, scans, and distributes mail, and processes outgoing mail, including packages and Federal Express.
- Receives telephone calls and visitors, handling when possible, or redirecting appropriately.
- Copies, scans, and forwards materials as requested.
- Maintains inventory and orders office supplies.
- Initiates check requests, ensuring accurate accounting records.
- Reconciles office petty cash.
- Transcribes and processes dictation as needed.
- Manages conference room reservations.
- Maintains the server, ensuring incoming and outgoing correspondence is scanned and filed electronically.
- Submits work orders as needed.
- Other duties as assigned.
- Some evening and weekend hours required.

Qualifications:
- High school diploma or equivalent required.
- Two years secretarial experience required.
- Excellent interpersonal and communication skills are essential. Must possess composure, tact, diplomacy, and discretion in confidential matters.
- Working knowledge of Microsoft Office Suite.
- Working knowledge of general office equipment.
- Excellent organizational skills and attention to detail.
- Ability to anticipate and plan for cyclical activities.

Physical Characteristics:
- This position requires sitting for long periods of time, as well as some bending and stooping when working with files. This position does have some limited lifting involved but not more than 10 pounds at a time. Quite a bit of finger/hand dexterity is involved in regards to typing and/or filing. The overall setting of the job is in an area conducive to a normal office environment with minimal exposure to adverse conditions.

TO APPLY
Please send a cover letter addressing position qualifications and related experience, resume, and the names and contact information of three professional references using the following link:
http://www2.mcdaniel.edu/jobs/ Only applications submitted through this link will be accepted. Review of applications begins June 20, 2016.

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