**Date:** June 3, 2021  
**Position:** Receptionist  
**Department:** Facilities  
**Reports to:** Director of Facilities  
**FLSA Status:** Non-exempt  
**Hours:** 40 per week

**PRIMARY PURPOSE:**
To make the first connection between the community and PNCA providing information about the programs and events offered by the college. Greet visitors, students, faculty and staff with a courteous demeanor and provide information requested.

**DESCRIPTION OF DUTIES & RESPONSIBILITIES:**

**Primary Job Functions**
- Direct constituents to the appropriate room, faculty or staff
- Greet visitors and provide them with information regarding the College’s programs and events.
- Take incoming calls and transfer them to the appropriate office, take messages, provide information, report student absences, and help callers navigate college resources.
- Receive and sign for packages, sort and deliver US mail, receive exhibition gallery artwork.
- Maintain college contact list, meeting schedules and classroom schedules.
- Keep front desk and surrounding area neat and clean and maintain public postings.
- Model program coordination. Organize hiring process, coordinate schedules, maintain and approve time sheets, and organize and clean model supplies.
- Maintains and replenishes front desk supplies.

**Additional Job Functions**
- Take a proactive roll in researching information on the College and its programs, events, meetings, gallery shows and fundraisers.
- Trouble shoots minor problems with phone system.
- Act as clerical support for all departments as needed.
- Tend to small garden at front entrance. Police the front steps and ramp for trash daily.
- Other duties as assigned.

**REQUIRED QUALIFICATIONS:**
- High school diploma or equivalent.
- One year of related experience
- Must be able to operate a multi-line phone system.
• Excellent organizational, communication and time-management skills.
• Ability to communicate with a diverse group of people.
• Excellent customer service skills.
• Professional demeanor and appearance, friendly attitude, and strong work ethic.

Basic computer skills, Microsoft Word and Excel.

PREFERRED QUALIFICATIONS:
• Experience working in an institution of higher education.

PHYSICAL REQUIREMENTS:
• Ability to move 35 pounds.

Qualified candidates please email a copy of your resume and a cover letter to hr@pnca.edu.