



POSITION POSTING

August 2022

POSITION TITLE:	Front Desk Receptionist
DIVISION:	Finance & Administration
DEPARTMENT:	Campus Operations

OCCUPATIONAL SUMMARY

Reporting to the Director of Campus Operations, the Receptionist is responsible for providing reception to all students, guests, and visitors that enter the University. They are the initial point of contact for all incoming calls to the University and directing those calls to the appropriate staff and faculty. They will provide clerical office support activities to achieve a strategic, student-centered approach to administrative operations in support of the University's mission.

This position does not supervise others.

ESSENTIAL JOB FUNCTIONS

1. Performs reception and clerical office support functions.
2. Answers calls, directing calls to appropriate personnel, and providing information to callers upon request.
3. Assists with managing calendars and meeting schedules as appropriate.
4. Greets and directs visitors.
5. Prepares written documents as directed.
6. Maintains a high degree of confidentiality in all aspects of operations.
7. Performs general clerical duties to include, but not limited to, printing, copying, faxing, mailing, and filing.
8. Reports and arranges for service calls on vending machines in the Student/Faculty Lounge.
9. Advises supervisor promptly of any programmatic irregularities.
10. Prepares required reports.
11. Develops relationships and maintains effective communications with diverse groups, internal and external, in support of the institution's mission.
12. Represents institution at functions upon request.
13. Serves on administrative committees as assigned.
14. Performs other duties as required.

MINIMUM REQUIREMENTS

1. High School diploma or equivalent GED required.
2. Related work experience in general office and clerical responsibilities and procedures required.
3. Knowledge of general office administration.
4. Excellent organizational and customer service skills.
5. Impeccable judgment and integrity.
6. Ability to manage confidential information.
7. Proficient in the use of standard office equipment, including but not limited to computers, telephone systems, calculators, printers, copiers, and facsimile machines.
8. Excellent written and oral communication skills; ability to follow instructions.
9. Ability to relate effectively with multiple constituencies.
10. Exceptional interpersonal and problem-solving skills.



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APPLICATION PROCESS

This position is full-time.

Interested persons may apply by submitting a resume and contact information to:

Martin University
Office of Human Resources
2186 N. Sherman Drive
Indianapolis, Indiana 46218
Email: hresources@martin.edu

This position is open until filled.

No phone calls please.