Job Title: UCen Administration Receptionist  
Department: UCen Administration  
Reports to: Office Manager  
Rate of Pay: $15.00 per hour

Under the general supervision and direction of the UCen Office Manager, the Receptionist is responsible for opening and closing the UCen Administration Office. Other essential duties and responsibilities include:

Customer Service:
Represents the UCen Administration Office and is responsible for greeting and assisting the general public, which may include students, staff, faculty, administrative personnel, and off-campus representatives who visit the University Center.

Phones:
Answers and forwards messages to the appropriate person or department on a multiple line phone system. This includes use of office intercom system, transfer of phone calls and providing staff with detailed messages.

Other Duties:
Creates and files purchase order requisitions, invoices, and check requests. Orders and maintains office supplies and equipment. Sorts and distributes mail, copies, faxes, emails and scans documents as needed. Runs errands as needed. Student employee is responsible for maintaining and approving their electronic timecard each pay period.

Signature: _______________________________________ Date: ____________