



Student Life Receptionist
Part-time

Department/Division: Student Life Center/Student Affairs
Classification: Receptionist/Clerk/Data Entry (H)
Minimum Starting Wage: \$11.38 per hour
Status: Part-time, non-exempt, replacement, grant-funded
Work Schedule: 12 hours per week during the academic year; furloughed during the summer. Mondays and Wednesdays 8:30 a.m. – 2:30 p.m.

Job Summary: Provides receptionist, secretarial and clerical support to the Director of Student Life & Involvement.

Essential Functions and Responsibilities: The following outlines the essential functions of the position and should not be considered a detailed description of all duties inherent in the position.

- Serves as departmental receptionist, greets visitors, handles telephones and handles incoming and outgoing mail.
- Assist students and others with resources.
- Assist in preparing the Student Affairs Calendar of Events and keeping the calendar updated.
- Monitors, enters data and reconciles and reports for copier chargers to student organizations and offices/departments of the Student Life Center.
- Maintains records, files and correspondence with the Alcohol101 program to the Director of Student Life and Involvement and Coordinator of Student Conduct.
- Maintains records and files on attendance for Mid-Night Madness events to the Director of Student Life and Involvement.
- Maintains records for hall access forms and roster for Greek Organizations.
- Maintains weekly Newsletter (411) for the Student Life Center.
- Maintains records, tracking of information and fulfilling reporting responsibilities for the ODADAS grant.
- Exercising good judgment and initiative.
- Familiarity with database management (preferably Datatel).
- Willingness to learn and be trained in new computer programs (preferably Survey Manager).

Working Conditions and Physical Requirements:

Work is normally performed in a typical interior/office work environment. No or very limited physical effort required. No or very limited exposure to physical risk.

Compensation:

A competitive hourly wage plus pro-rated part-time tuition benefits.

To Apply:

Please email HR@bw.edu a cover letter, a resume and contact information for three recent professional references by Tuesday, February 9, 2010.

Baldwin-Wallace College is an equal opportunity/affirmative action educator and employer committed to diversity in the classroom and in the workplace. B-W also promotes a drug-free/weapon-free working and learning environment.