

Position Vacancy

POSITION: Administrative Assistant & Receptionist

GRADE: 27

DEPARTMENT: Academic Affairs

POSITION REPORTS TO: Director of International Student Services

JOB FUNCTION: This position requires a self-motivated person to assist with all duties in the College Entry and International Student Services Offices including fostering good will among students, faculty, and staff by providing instructional, confidential, clerical and logistical support, accurate data management, and maintenance of necessary records of current students. Primary responsibilities include that of a receptionist: fielding phone calls and acting as initial point of contact with public and college personnel.

ESSENTIAL ELEMENTS:

General Office Duties:

1. Opens the office in a timely manner and receives students, faculty and office visitors, providing them with appropriate information and assistance.
2. Directs all walk-in and phone traffic in the Achievement Plus and International Student Services Office to the appropriate person if unable to process request.
3. Schedules student appointments with the Achievement Plus and International Student Services Office Staff.
4. Assists the members of the Achievement Plus and International Student Services Offices by filing, typing, and organizing documentation and reports, budget reports and staff meeting minutes.
5. Assists in compiling data for surveys, reports and statistical summaries.
6. Assists in training and supervising student aides in office practices and procedures. Assigns appropriate tasks to student aides.
7. Assists in the set-up for programming and hospitality in the office as needed.
8. Participates, assists with organizing, and attends events/ group activities while recording student participation.
9. Orders office supplies as needed.
10. Performs other duties as assigned.

REQUIRED SKILLS, EXPERIENCE AND TRAINING:

Must be detailed oriented and have strong communication and organizational skills with the ability to work with others in a fast-paced environment. Experience with Microsoft Office Suite.

Interested candidates, please email resume and cover letter to hrjobs@kings.edu.