Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Hourly Rate</th>
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<tbody>
<tr>
<td>Admissions - Student Receptionist</td>
<td>$7.25</td>
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<tr>
<th>Department</th>
<th>Supervisor</th>
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<tbody>
<tr>
<td>Admissions</td>
<td>Emily McEntee</td>
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<tr>
<th>Work Location</th>
<th>Account Number</th>
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<tr>
<td>Admissions Office &amp; Other</td>
<td>01-51503-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time?  Yes  No

Number of positions available: 6

Work Schedule

A student in this position can expect to work 2 - 4 hours per day, 2 - 10 hours per week.

The student will work  Monday thru Friday  Saturday  Sunday  any day of the week.

Hours are available during the following times of the day:  8:00 - 4:30 am (Weekdays), 8:45- 1:15 (Saturday).

Department/Position Overview

The admissions student receptionists report directly to the assistant director of admissions and provide overall support to the visit coordinator in the admissions visit center. This position provides a great opportunity to make an outstanding first impression on prospective students and their parents on the phone, via email and in-person. The student receptionists are part of the admissions team, and will work closely together as a team, with the assistance and organization of an admissions professional staff member.

A student receptionist will assist the admissions staff in providing an outstanding visit experience to all prospective students and their guests. A student receptionist must manage a number of tasks which include, but are not limited to the following:

1. Provide a high level of customer service to all prospective students and guests of the office
2. Serve as primary point of contact for students and other visitors to the office. Answer questions and refer guests to the appropriate staff member if unable to assist
3. Manage daily visitor schedules by greeting all guests and talking them through their visit itinerary
4. Mingle with families while they wait for appointments and answer questions about Beloit in a professional manner
5. Plan itineraries for prospective students and their guests, which may include:
   - scheduling faculty meetings
   - scheduling coach meetings
   - scheduling campus tours and interviews with an admissions counselor
   - scheduling other appointments per request
6. Answer telephone calls and transfer the caller to the appropriate staff member
7. Dress appropriately at all times
8. Maintain confidentiality at all times
9. Download and sort daily visit registration
10. Assist various staff members in the office with administrative projects
11. Other duties as assigned.
Description of Duties and Tasks

- Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- Conform to an established work schedule; reliably work set hours as assigned
- Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- Maintain the confidentiality of departmental/employee/student information
- Run errands on and/or off campus, including campus mail pick-up and delivery
- Perform light cleaning, departmental organization, and upkeep as required
- Work efficiently and accurately without immediate supervision

Required Training and Skills

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: Slate, Google programs
- Familiarity with specific equipment, listed here: Phone
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: Prior office work experience is preferred but not required.
- Proven ability to get along well with various types of people and work well under pressure.
- Strong organizational skills and the ability to multi-task.
- Strong interpersonal and customer service skills.