NYCC is an equal opportunity employer.

JOB POSTING
OFFICE OF HUMAN RESOURCES
April 15, 2014

POSITION: PT Receptionist (Information Desk)

DEPARTMENT: Administrative Services

DIVISION: Finance & Administrative Services

HOURS: Part-Time, Non-Exempt Position, 16 hours per week

GENERAL DESCRIPTION: Central telephone operator for NYCC campus directing all incoming calls for various departments (also off-site health center locations: Depew, Levittown, and Rochester). Supply general campus information to incoming visitors.

SPECIFIC RESPONSIBILITIES:

• Offers assistance and directions to all visitors on Campus, assigning numbered visitor badges, along with making all visitors welcome to New York Chiropractic College.

• Operates computerized monitoring system (Exhibio) – giving daily updated information to students, faculty and staff.

• Provides limited office support for various departments throughout the College, such as addressing, stuffing and labeling envelopes, etc.

QUALIFICATIONS:

High School diploma or equivalent preferred. Minimum 1 year experience in switchboard operations. Experience in keyboarding preferred. Exceptional communication skills necessary.

If you are interested in applying for this position; please submit a cover letter, resume, and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: owatson@nycc.edu