NYCC is an equal opportunity employer.

JOB POSTING
OFFICE OF HUMAN RESOURCES
April 30, 2014

POSITION: Receptionist

DEPARTMENT: Registrar

DIVISION: Enrollment Management

HOURS: Full-Time, 35 hours per week, Monday through Friday, 8:30-4:30

GENERAL DESCRIPTION:

The Receptionist position is responsible for assistance and support to the Registrar’s Office. Other duties assigned.

SPECIFIC RESPONSIBILITIES:

1. Answering & routing telephones to appropriate staff. Assisting students with questions, concerns, etc. Directing them to appropriate department/staff. Arrange appointments and meetings for office staff. Maintain and order all supplies for department. Prepare correspondence, forms, reports as needed for the Registrar’s Office.

2. Keep track of daily log/monitor. Sort mail and distribute.

3. Audit of current student records each trimester.

4. Update student database information as necessary.

5. Certification & verification of students (letters) and transcripts.

6. Provide information/database reports to several departments on campus or as needed and requested.

7. Assist with Registration, Commencement, Orientation, and any other requested college function.

8. Organize various office reports for historical records.

9. Assist in Pre-Registration process of incoming students in all programs.

10. Maintain office-filing system, keeping files up-to-date.

11. Assist in processing national board applications and assist students with notary service.

QUALIFICATIONS:
High school diploma or equivalent required. Knowledge of Microsoft Outlook, Windows, Excel and Power Point necessary. Excellent communication and interpersonal skills required. Previous receptionist/secretarial experience preferred. Extensive contacts with students, alumni and various department personnel. Occasional contacts with outside agencies. Strict confidentiality must be maintained. Notary Public preferred. Occasional weekend hours required.

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.