Clark Atlanta University
Job Description

Position Title: Receptionist
Department: Admissions Office
Reports To: Executive Assistant

The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

Clark Atlanta University (CAU) invites applications for the position of Receptionist in the Office of Admissions.

Examples of Duties and Responsibilities:

- Greets visitors, ascertains nature of business and directs visitors to staff/faculty.
- Provides general information as requested by telephone, in person or in writing.
- Answers multi-line telephone and directs callers to appropriate staff or forwards calls to voicemail.
- Prepares outgoing mail, and marketing material.
- Performs light typing duties as assigned.
- Performs other duties as assigned.

Knowledge, Skills and abilities:

- Effective organizational skills.
- Effective time management skills.
- Effective oral and written communication skills.
- Ability to provide excellent customer service.
- Ability to relay accurate messages and detailed reports of telephone calls.
- Knowledge of Clark Atlanta University campus.
- Knowledge of general office practices and procedures.
- Knowledge of campus policy and procedure.

Minimum Hiring Standards:

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<tr>
<th>Education</th>
<th>High School Diploma or GED</th>
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<tr>
<td>Years of Experience Required</td>
<td>One (1) year receptionist or customer Service experience.</td>
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<td>Years of Management/Supervisor Experience</td>
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