

Reception Assistant, Center for Career Development & Academic Exploration

Reception assistants in the career center work on the frontline for customer service and troubleshooting issues in the front office area. Their role is essential to the daily functions of the office and the positive reputation and attitude we portray to students, employers, campus administrators, and the public.

Reception assistant responsibilities include:

Answering a multi-line phone system and being proficient in multiple computer applications
Scheduling and checking in appointments for students using Handshake
Greeting and directing employers and visitors
Responding to the departmental email account
Assisting the director and staff with special projects

Qualifications

- Qualify and be approved for Federal Work Study
- Desire to become knowledgeable and proficient in CCDAE resources and services
- Strong written, verbal, and customer service skills
- Creativity, work ethic, initiative, and productivity with minimal supervision
- Minimum GPA of 2.75