



## Receptionist/Facility Assistant– Staff - California Northstate University, Elk Grove, California, USA

<b>POSITION TITLE:</b>	Receptionist/Facility Assistant
<b>REPORTS TO:</b>	VP of University Operations
<b>WORK SCHEDULE:</b>	1.0 FTE, full time, non-exempt, \$12.00/hr
<b>CLOSING DATE:</b>	Open until filled

**SUMMARY:** The Receptionist/Facility Assistant serves visitors by greeting, welcoming, and directing them appropriately; notifies company personnel of visitor arrival; maintains security and telecommunications system. The Receptionist/Facility Assistant will be responsible for providing general office support with a variety of clerical activities and related tasks including mail distribution and flow of correspondence. As the first point of contact for the University, the expectation is to provide a friendly and welcoming atmosphere for all of our guests while maintaining efficiency.

### **ESSENTIAL FUNCTIONS:**

- Provide front desk and building coverage during business hours
- Greet, assist and/or direct students, visitors, and the general public with friendly and professional customer service at all times
- Answer all incoming calls and respond to caller's inquiries
- Re-direct calls as appropriate and take adequate messages when required
- Sort out all incoming mail and deliver to respected employees
- Address all package deliveries FEDEX and UPS handle and handle the packages appropriately as some may need to be refrigerated
- Schedule meetings for the University employees and students
- Give visitors badges and direct them to where they can sign in and direct guests to where meetings are being held
- Maintain front desk/lobby security: guests must have appointments to enter premises, students must have ID badges visible, and notify employees when guests are asking for them
- Enforce campus policies
- Report all pertinent information/issues to supervisor immediately
- Responsible for facility problems-create work orders from employees that are experiencing problems and then contact facility manager
- Provide information to prospective students (brochures, business cards, etc.)
- Gate keeper to the University
- Ensure reception/lobby area is clean

- Ensure facility is properly secured each evening to safeguard from theft and vandalism
- Assist Executive Management, Managers, and other staff as needed
- Assist in operations functions
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION:** Required: 2-year college degree  
Preferred: 4-year college degree

**EXPERIENCE:** Required: 2 years data entry, computer experience working with Microsoft Word and Excel; customer service experience. Experience working in a receptionist position.  
Preferred: Experience working in a college setting.

Applications will be reviewed upon receipt. For full consideration, candidates should provide resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, resume, list of references, and any additional information to [hr@cnsu.edu](mailto:hr@cnsu.edu) . Review of applicants will begin immediately and will continue until position is filled.

California Northstate University is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.