Position Overview:
Reception Desk Attendants provide the first impression for the Campus Recreation Administrative Suite. This person greets guests and employees, should demonstrate exceptional customer service, provide support to employees and visitors, use critical thinking and problem solving skills to navigate day-to-day responsibilities, and complete clerical assignments with accuracy.

Position Duties and Responsibilities:

- Greet and direct employees and visitors who visit the office
- Utilize multiline phone system to make and receive calls for the department
- Maintain daily mail and package service
- Complete daily opening and closing procedures
- Maintain a knowledge of and enforce all Campus Recreation policies and procedures
- Maintain general safety and security through being visibly alert and communicating important information to the Facility Manager
- Assist prospective applicants through the on-boarding process
- Create and maintain spreadsheets for Student Personnel projects and assignments
- Other tasks as assigned

Qualifications:

- Must obtain an American Red Cross – Professional Rescuer for the Health Care Provider (CPR/AED/First Aid) certification within the first 30 days of work.
- Availability to work 10-20 hours per week Monday – Friday 8:00 am – 5:00 pm
- Availability to work during winter and summer break
- Able to guard confidential information
- Previous experience in office environment desired, but not required
- Proficiency with Microsoft Office Suite and office products
- Must be able to lift 40 pounds
- General knowledge of Campus Recreation offerings
- Dependable and highly motivated
- Interpersonal skills
- Strong critical thinking skills
- Strong time management skills
- Ability to multi-task
- Strong attention to detail

E-mail: CRSEmployment@towson.edu