Receptionist in the Center for Student Wellness
Part-Time Position

BASIC FUNCTION: Provides support and assistance to the Health Services and Counseling Department. Performs receptionist and clerical functions involving screening telephone calls; scheduling appointments; sorting and distributing mail; faxing and shredding documents; filing; and other related duties and tasks as assigned or as become evident.

QUALIFICATION: High school diploma or its equivalency required, Associate degree preferred. Prior receptionist duties preferred. Two to Three (2-3) years of relevant clerical/administrative experience or a combination of education and experience from which comparable knowledge and skills are acquired. Possess good organizational skills and able to communicate effectively. Proficient in the use of Microsoft Office Package, including Word, Excel and Outlook. Ability to successfully complete a criminal background check.

GENERAL RESPONSIBILITIES:
- Schedule appointments for Health Services using Practice Fusion and for Counseling Services using Outlook Calendar. Screens office calls, visitors, and mail; provides information and assistance including responding to sensitive requests for information and assistance; researches information and office policies; assists the students, faculty, staff, vendors or visitors; responsible for sorting and distribute mail. Answer special requests or solve problems, routing to senior staff members as appropriate.
- Confer regularly with immediate supervisor and office manager to coordinate activities, exchange information and resolve problems. Ensures that all required supplies are available as needed and that the facility and equipment are in proper working order.

SCHEDULE: Generally, the receptionist will work Monday through Friday in this non-exempt part time position, but the incumbent must be flexible to meet the department’s needs.

PHYSICAL REQUIREMENTS:
- Physically able to lift various materials up to 50 pounds on an occasional basis. Any item over 50 pounds would require incumbent to request assistance. May be required to assist in moving a person.
- Work involves moderate exposure to blood borne pathogens and other possible pathogens which requires the incumbent to follow universal safety precautions.

Interested candidates should submit a cover letter, resume and the contact listing of three references to jzimmer@sbu.edu

St. Bonaventure University is an Equal Opportunity Employer, committed to fostering diversity in its faculty, staff and student body, and strongly encourages applications from the entire spectrum of a diverse community.