

Job Title**Lobby Receptionist, College of Osteopathic Medicine****Job Description:**

The Lobby Receptionist will support the College of Osteopathic Medicine by providing general administrative and clerical support and management of the main reception area of the COM building. The Lobby Receptionist will work closely with other support Staff and Faculty at the College.

Reports to:**Administrative Supervisor****Classification:****Staff****Essential Duties:**

- Represents the College of Osteopathic Medicine by being the first point of contact for all visitors and guests;
- Provides general administrative and clerical work including answering phones and assisting with mailings;
- Prepares documents as requested and completes basic office tasks;
- Serves as a daily Lobby Receptionist for the COM building and for special events;
- Participates with other support staff with scheduling meetings, setting up conference room reservations, ordering and logistical preparation for meetings and presentations;
- Collects and distributes mail and other deliveries as necessary;
- Maintains office supplies and inventory;
- Works closely with Student Affairs and Admissions staff coordinating tasks
- Other duties as assigned

Education:

- Associates or equivalent education required;

Skills & Experience:

- Two or more years related administrative experience, preferably in a fast-paced environment
- Superior organizational skills and detail orientation; ability to multi-task and work with deadlines; keep track of multiple projects and ensure timely follow-up
- Self-motivated, and able to work independently with minimal supervision
- Strong research and analytic skills
- Ability to maintain confidentiality, exercise good judgment and act professionally, sensitively, and with a high level of discretion
- Ability to anticipate needs & work proactively to manage the daily flow of the building
- Excellent communication and customer service skills, including the ability to maintain good relations with the university community
- High proficiency with technology, including Apple and PC hardware and Microsoft Office software
- Proficiency with Google Apps, Microsoft Office suite, in particular Microsoft Outlook and Excel

**Qualifications/
Education:****Compensation:**

CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.

To learn more about our team, click [here](#).

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **LOBBY RECEPTIONIST, COM** in the subject field of the email.