



Front Desk Assistant

JOB DESCRIPTION

RESPONSIBILITIES

Administrative

- Greet, assist and/or direct students, visitors and the general public
- Answer all incoming calls and handle caller's inquiries whenever possible
- Re-direct calls as appropriate and take adequate messages when required
- Maintain the general filing system
- Scheduling appointments using Outlook
- Assist MPA students and faculty
- Maintain the office waiting area
- Post information to the MPA Weekly Blog
- Work on projects for MPA staff members
- Perform other related duties as required

REQUIRED QUALIFICATIONS

- Exhibits **exceptional** professionalism
- Able to work **at least 10 hours** per week in the afternoons (M-F) with availability beginning at 12pm (our office closes at 5pm)
- Possesses a strong work ethic
- Demonstrates strong communication skills, including verbal and written
- Proficient in Microsoft Word, PowerPoint, and Excel
- Is a self-starter, able to work effectively with minimal supervision
- Demonstrates initiative, flexibility, creativity and a desire to learn
- Maintains confidentiality of information
- Receptive to feedback
- Keen attention to detail
- Must be willing to learn about the academic and career areas of the MPA Program

PREFERRED QUALIFICATIONS

- Experience with Microsoft Outlook
- Available to work throughout the Summer and Fall 2013 semesters

SUPERVISION

- Reports to MPA Administrative Assistant and Special Projects Coordinator

COMPENSATION

- Paid student position, \$9.00 per hour
- Appointment is semester by semester