



### Job Title: Front-Desk Receptionist

**Location:** Donnelly College, Kansas City, Kansas

**Full/Part Time:** Full-time

**Exempt/Non-Exempt:** Non-exempt

**Position Reports to:** Vice President of Business Affairs

#### About Donnelly College

Donnelly College, located in the heart of Kansas City, Kansas, is an independent, coeducational, Catholic institution founded by the Benedictine Sisters of Mount St. Scholastica and sponsored by the Archdiocese of Kansas City in Kansas. The college was established in 1949 to meet the needs of urban immigrants and the working class, with special focus on "those who might not otherwise be served." Today, Donnelly continues that tradition by providing access and affordable education within a culture that promotes student success and by serving as the region's only federally designated Minority Serving Institution and Hispanic Serving Institution. Our community is proud of the rich racial and ethnic diversity of our students, staff and faculty and how that diversity supports our learning environment. Through a strong general education curriculum integrated with career-oriented majors, Donnelly College offers programs leading to bachelor and associate degrees and certificates. Donnelly College also operates a fully accredited campus at the Lansing Correctional Facility that offers an Associate of Arts degree. To find out more, please visit [www.donnelly.edu](http://www.donnelly.edu).

#### Job Summary

The front-desk receptionist must maintain regular and timely work hours as assigned by immediate supervisor. Conduct is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Donnelly College. The candidate must be able to pass a background check and complete Virtus training.

#### Responsibilities

- Greet and provide superior customer service to guests to campus. As the first contact for anyone entering the College, the level of customer service shall exceed expectations of the guest.
- Maintain visitor check in/out logs.
- Prepare student/staff IDs.
- Act as the first line of contact for all phone calls to the main College phone number, requiring a full understanding of the functions of all College offices so as to be able to distribute calls appropriately.
- Work with stakeholders at the College who may interact with guests.
- Take ownership of the aesthetic upkeep of the Welcome Center of the Building.
- Assist with data entry.
- Assists with clerical duties including copying, faxing, filing, etc.
- Other duties as assigned.

#### Qualifications

- Professional oral and written communication skills required.
- Proficiency with productivity software (i.e. Microsoft Word, Excel, PowerPoint) is essential.
- High level of customer service orientation.
- Ability to work within a fast paced, changing environment.
- Reliable, organized, and ability to multi-task.
- Ability to maintain confidentiality.
- High School Diploma required.
- Experience working with diverse populations preferred.
- Bi-lingual skills (English/Spanish) strongly preferred.
- Philosophically aligned with the mission and values of the College to engage and support our Catholic identity, practicing Roman Catholic preferred.

#### How to Apply

Please e-mail your cover letter and resume to [hr@donnelly.edu](mailto:hr@donnelly.edu) with **Front-Desk Receptionist** in the subject line. For fullest consideration, interested applicants are encouraged to submit their application materials prior to **April 30, 2018**.