



Muskegon Community College

221 S. Quarterline Road • Muskegon, Michigan 49442

POSITION VACANCY

Clerk C-Afternoon/Evening College Receptionist/Switchboard Operator

September 9, 2009

POSITION: Muskegon Community College is seeking qualified candidates for the part-time position of Clerk C-Afternoon/evening College Receptionist/Switchboard Operator

RESPONSIBILITIES: This position will greet and give directions to college visitors; operate central college switchboard and RCA/PA system; perform clerical duties when needed.

JOB QUALIFICATIONS: Pleasant disposition, personality and phone voice; tact and sound judgment in dealing effectively with staff, students and college visitors; ability to operate a central switchboard, RCA/PA System, PC and copy machine; computer proficiency with Microsoft Office Suite (Word, Access, Excel and Power Point); ability to manage confidential information in a discreet and trustworthy manner; excellent phone and oral communication skills; prior training or experience in an office environment; ability to work independently; self-starter; ability to work flexible hours; accurately keyboard 45-55 w.p.m.

HOURS: 3:45 p.m.-10:00 p.m.

SALARY: ESSU Step 1 – Starting rate \$10.48

EFFECTIVE DATE OF EMPLOYMENT: As soon as position is filled.

APPLICATION DEADLINE: Monday, September 21, 2009

APPLICATION INSTRUCTIONS:

A new, completed, and signed Application Form with résumé must be received no later than 4:30 p.m. on the posted deadline. A résumé is not considered an application but a supplement to the application. The college does not return application materials. To receive an application packet, call, fax, e-mail, or write to the Office of Human Resources, Muskegon Community College, 221 S. Quarterline Road, Muskegon, MI, 49442; call (231) 777-0447; fax to (231) 777-0601; e-mail to aaron.hilliard@muskegoncc.edu. Applications are also available on our website at www.muskegoncc.edu/hr.

ESSENTIAL FUNCTIONS:

1. Serve as college receptionist; answer routine questions and/or provide directions to find rooms or offices.
2. Receive telephone calls, provide information and direct callers to the proper staff member; take messages; answer inquiries requiring knowledge of procedure of campus operations.
3. Act as primary contact person in emergency situations and follow appropriate guidelines.
4. Provide information to students or college staff members concerning assigned staff members' office or conference hours. Set up and maintain schedules when requested, and make arrangements for regularly scheduled conferences as directed.
5. Operate the RCA/PA system, contacting custodial and security personnel when needed.
6. Receive and handle counseling related calls and requests when necessary.
7. Continually update personal knowledge concerning college policy, programs and daily activities by consulting with appropriate offices and reading the published materials, news bulletins and schedules.
8. Perform miscellaneous other duties as assigned by supervisor.

Muskegon Community College continues to promote staff diversity. Minorities, women and the physically challenged are encouraged to apply. Anyone with a disability will be reasonably accommodated by the College. If you have a disability and need accommodation or assistance in applying for this position, please contact Human Resources

Muskegon Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its educational programs, activities, and employment.