



General Administration Job Function

Receptionist

Grade 48

Summary

Greets and directs individuals and performs general office support duties.

Typical Duties

1. Receives faculty, students, staff, and the public, securing names and wants, and directs accordingly.
2. Answer incoming calls and directs them to proper person.
3. May maintain one of more appointment calendars.
4. May perform typing duties.
5. May process incoming and outgoing mail.6. Performs related job duties as required.

Typical Requirements

Education: High school graduate or equivalent preferred.

Skills and Experience: No previous experience required. Ability to deal with public. May be required to pass standard typing test.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.