

**FRONT DESK RECEPTIONIST** (part-time, 15-20 hours per week)

\* Although we are moving forward with hiring, these positions are contingent on the state of campus operations and financial wherewithal in the 2023 - 2024 school year.

**MANDATORY TRAININGS:** Fall and Spring Trainings dates are **to be determined**.  
**All trainings must be attended, no exceptions.**

**FRONT DESK RECEPTIONIST** – Includes possessing above average communication skills; having a basic knowledge of university policies and procedures; addressing questions and concerns about academic and administrative requirements and procedures; opening and closing the office; screening callers and visitors at the front desk; and scheduling appointments, running errands, typing, filing, and distributing mail.

**QUALIFICATIONS INCLUDE:**

- California State University, Chico student
- 2.5 GPA or above preferred
- Possess above-average communication skills
- Basic knowledge of university policies and procedures preferred
- Ability to articulate and disseminate detailed information and speak to large groups
- Ability to work independently with a minimum of supervision
- Demonstrated ability to work effectively with a diverse population
- Have knowledge of EOP's philosophy and goals
- Ability to relate to EOP students' needs
- Knowledge of general office procedures and equipment including applications in Windows environment such as Outlook, Word, Excel, and PowerPoint
- Other duties as prescribed by your immediate supervisor

**Live Scan Required**

**COMPENSATION:** \$15.50 per hour

**ADDITIONAL REQUIREMENTS:** The application must include the following documents:

- Current resume
- Cover letter
- Letter of recommendation not mandatory but will be appreciated

**APPLICATION DEADLINE:** Friday, March 10, 2023 at 5:00 pm

**Interviews for the position** will be conducted in person. Zoom will only be considered for special circumstances. Candidates selected for interviews can anticipate being contacted during the month of March. Interviews will also take place in March and first week of April.

**JOB CONTACT:** Rosa Fabian Contreras, Administrative Support Assistant, [Rfabiancontreras@csuchioc.edu](mailto:Rfabiancontreras@csuchioc.edu) or 530-898-6831

"The person holding this position may be considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment."

The University is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status.

**Compliance training completion (approx. 4 hours of work time) is required of this position within the first 30 days of work. Student employees not meeting this requirement may be released from employment.**