

Moss Street Children's Center (MSCC)
Student Receptionist Position Description

Mission Statement of the MSCC Office:

Our mission is two-fold. To provide courteous, accurate administrative support to the Moss Street facility and its staff and to welcome and assist attending families and prospective clients in obtaining suitable, high quality campus child care.

Job Duties:

To provide primary reception coverage for the MSCC office. Welcome and assist walk-in and phone-in patrons with information about MSCC. Provide information regarding MSCC program options, rates, subsidy, and other campus childcare options. Transfer phone calls and relay written messages when necessary. Receive parent payments and issue receipts.

To assist in on-going office projects as time allows, such as making copies, computer input using word processing and spreadsheet programs, updating forms, maintaining student attendance records, preparing mailings for billings and general information, helping with parent council projects and typing correspondence and memos.

Requires:

Gaining knowledge of and ability to provide MSCC program information as well as other campus resources relating to childcare, in a professional and accurate manner. Ability to use multi-line phone, photocopy, fax, alphabetize, file, apply word processing and spreadsheet programs (Windows), and do simple calculations.

Attendance of office student staff meetings, once per term mandatory and paid.

Attendance of some student staff meetings, Tues evenings, 6-7pm.

You will be expected to obtain you 1st Aid and CPR certification within the first term of employment. We offer and pay for this training.