



Notice of Vacancy

Position: Workforce Receptionist

Institution:

Southwest Mississippi Community College
Regional Workforce Training Center
1146 Horace Holmes Drive, Summit, MS 39666

Job Description:

Perform various office duties for the Workforce Development Center to include answering telephone, greeting customers, scheduling classes, filing, light typing, and other clerical duties.

Duties and Responsibilities:

- Process telephone calls in polite, effective and efficient manner
- Greet clients; ascertain nature of business, and direct clients to appropriate locations or person.
- Utilize word processing and computer skills to input data, type correspondence and reports; create and update electronic files; create, update, and print certificates and community training schedules.
- Maintain and distribute the training calendar for the Training Coordinators to prevent scheduling conflict. Update and distribute a weekly report detailing the status and student registration numbers for the community classes to the Training Coordinators, RWTC Director, and Center Secretary.
- Register participants in community training classes and confirm their attendance at least two days prior to event.
- Maintain accurate, complete filing system for CEU certificates.
- Maintain information displayed on televisions in the reception and pre-function areas of the RWTC.
- Maintain polite and effective working relationship with adjunct instructors, campus personnel, clients, and community.
- Perform duties as assigned for efficient operation of Workforce Development Center in accordance with Southwest Mississippi Community College and the State Board for Community and Junior Colleges policies and procedures and standard business ethics.
- Must have the ability to input data accurately
- Possess knowledge and experience in word processing and computer software applications.

Salary:

Salary will be commensurate with education background and work experience.

Application Due: March 26, 2018

Qualifications:

Preferred: An Associate degree or higher in Business and Office or related field. Minimum: HSE or high school diploma.

Evaluation Criteria: Cover Letter and Resume; Contact information for three references; Personal interview (only if applicant is selected by the screening committee for an interview)

Contact: Becky Newman, Human Resources, Southwest Mississippi Community College, 1156 College Drive, Summit, MS 39666 Phone: 601-276-3841, Email: bnewman@smcc.edu

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Dr. Brent Gregory, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.