

## **Student Publications Receptionist Job Description**

### **Responsibilities:**

- \* Must be currently enrolled at UTA. Work approximately 15-19 hours per week, Monday-Friday, 8 a.m. – 5 p.m. under supervision of the Office Manager. Work schedule stays consistent each week through the semester. Scheduling priority will be given to the receptionist with the most seniority.
  
- \* Answer inbound calls on a multi-line console, rout calls or take messages for Student Publications staff (up to 80 students and full time staff).
  
- \* Take classified ads, direct display customers to ad reps, route calls to proper editor or ad rep. Accept applications and route to proper staff.
  
- \* Take payments, including cash, checks & charge cards. Balance cash register at end of shift. Cash handling responsibility requires criminal background check.
  
- \* Type, file and perform various tasks for full time staff.
  
- \* Use office machines such as copier, fax, Macintosh computer, printers, etc.
  
- \* Send out daily tearsheets of ads.
  
- \* Maintain and inventory departmental supplies.
  
- \* Prepare and disperse mail in a timely manner.
  
- \* Responsible for dispersing incoming faxes to staff in a timely manner.

### **Guidelines:**

- \* Appropriate office attire Mon. – Thurs. (casual Friday)
  
- \* Notify supervisor promptly if absence or tardiness becomes necessary. When possible, contact other receptionists to cover absence. Unapproved absences will not be excused and will be kept in personal record.
  
- \* Performance will be evaluated at the end of semester.
  
- \* Keep personal phone calls and Internet use to absolute minimum.

<p>To apply for this position, please log onto <a href="http://www.uta.edu/uta/employ">www.uta.edu/uta/employ</a> and search for “Receptionist” or call UTA Human Resources for more information at 817-272-3463.</p>
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