



A CHRISTIAN UNIVERSITY

## Office of Enrollment Services Job Descriptions

Apr 4, 2025  
VERSION 1

# Receptionist and Building Manager

## What We're Looking For

The search for a joyful personality and creative doer who can bring a brand's voice to life on the main Admissions phone line has begun. This role focuses on creating a warm, engaging, and joyful tone on the phone and in the Admissions lobby. The day to day of this role is to answer every call and receive every guest with unreasonable hospitality. This role would also engage with Campus Operations for any building management issues or needs.

## Who You Are

- You prefer collaborative environments.
- You have the personal drive and diligence to master your craft.
- You thrive in a setting of fun chaos.
- Your idea of a good time is ensuring that every guest receives MC-level love and hospitality.
- Your organizational skills are enviable.
- You are eager to participate in brainstorming/conceptual discussions to share new content ideas and perspectives.
- You enthusiastically stay up-to-date with the latest best practices.
- You love maintaining a solutions-first mindset in high-pressure situations.
- You are detail-oriented and a self-starter with enviable organizational and relational skills.
- You are a positive influence on any team.
- You are committed to the mission and vision of Mississippi College.
- You are humble, hungry, and smart. Not one or two of them, but all three.
- You thrive in an ever-changing landscape. Higher education is constantly changing. Nothing is ever black and white. That kind of context makes you come alive!

## Nice To Haves

- Experience with CRM software

Reports to: Dean of Admissions

FSLA Status: Non-exempt