



**Mississippi
College**
A CHRISTIAN UNIVERSITY

Enrollment Management and Student Affairs *Office of Admissions*

Title: Receptionist

Department: Enrollment Services

Reports to: Director of Admissions

Position Summary

This is a part-time position (8 a.m. to 1 p.m., Monday through Friday) in which the individual will be the first point of contact in the Office of Admissions. They will be responsible for answering the main Admissions phone line, greeting prospective students and families, and maintaining a welcoming atmosphere.

Essential Functions

- Answer the main phone line in the Office of Admissions and direct calls to the appropriate staff member or office
- Greet and receive visiting students and families
- Communicate with students/parents to explore the interests of the visiting student
- Oversee the main admissions email account and forward/answer emails accordingly
- Ensure the Admissions lobby is presentable at all times
 - Lobby area for guests clean and straightened at all times
 - Refreshment area clean and stocked at all times
 - Copier/Paper area clean at all times
- Calculate GPAs of all incoming freshmen transcripts
- Assist in various clerical tasks

Education, Skills, and Experience Required

A High School Diploma is required and a Bachelor's Degree is preferred. The position requires strong abilities to communicate and organize, as well as a student-friendly demeanor. A commitment to the Christian-based mission of Mississippi College is also required.