



**SAN CARLOS APACHE COLLEGE**  
**Job Posting**

**Receptionist**

**POSITION TITLE:** Receptionist **Vacancy Announcement No. #23-03**

**WORK LOCATION:** San Carlos Apache College, Main Campus in San Carlos, AZ

**DEPARTMENT:** Student Services

**REPORTS TO:** Registrar & Coordinator of Student Services Initiatives

**DEADLINE:** **Open Until Filled (Opened 1/25/2023)**

**Essential Responsibilities:** Essential responsibilities and duties may include, but are not limited to the following:

- Greet visitors, answer incoming phone calls, screen or forward calls to appropriate staff, take messages and answer general information
- Will perform typing, data processing, maintaining files, sort, date, log correspondence, file appropriately, and distribute/pick up postal and tribal mail
- Perform clerical duties when necessary for student services staff, making copies, sending faxes, and creating packets for outreach and recruitment events
- Ensure the effective running of Reception by answering and redirecting calls and messages effectively
- Direct parcel services to the designated signer for parcel collection
- Create and maintain a reception handbook with procedures to help and support staff covering reception duties when required
- Other duties as assigned

**Qualifications:**

- Welcoming and helpful to all visitors
- Outgoing, friendly, people-oriented skills are required
- Positive energy required
- Excellent verbal communication and public speaking skills are required
- Ability to successfully work with a diverse student population
- Decision-making ability required
- Initiative and ability to work independently
- Listening and interpersonal skills

**Education, Experience, & Licensing Requirements:**

- Minimum High School Diploma or Equivalent. A.A. degree preferred  
***NOTE: Applicant must submit a copy of all college transcripts to meet positive education requirements.***

In addition to meeting the basic education, experience, and licensing requirements, candidates must have had three (2) years of specialized experience.

Specialized experience in general office support work with daily public contact, customer service responsibilities, or a job-related field. *Examples of the type of experience that will be credited are shown under "essential responsibilities."*

- Knowledge, experience, and comfort working in higher education or an academic environment
- Ability to provide outstanding quality customer service and support to SCAC and all stakeholders
- Driver's license required.
- Ability to pass a pre-employment background check
- Ability to pass a pre-employment drug and alcohol test

**Compensation:**

- DOE

**How to Apply:**

- The San Carlos Apache College follows our Native Hiring Preference Policy
- The San Carlos Apache College is an Equal Opportunity Employer

- Email your application, resume, and cover letter to [hr@apachecollege.org](mailto:hr@apachecollege.org)
- Chris Lyn Phillips, Human Resource Officer