Now Hiring a Receptionist

The Glacier Bay Receptionist is responsible for upholding the highest standard of customer service within the Glacier Bay office, as well as the Rec Center. The Receptionist position assists student coordinators and works directly with full time staff to complete both minor and major tasks. Receptionists handle the cash reconciliation for the Rec Center, complete supplies orders, Intramural and Outdoor Pursuits sign ups, and are responsible for having an in depth understanding of all Campus Rec programs to best answer direct emails and phone calls. The Receptionist position is the direct line of communication between students and all Campus Rec student coordinators and full time staff.

Responsibilities:

- Office duties include answering emails, phone calls, in person inquiries and scheduling
- Communication with full time staff and student coordinators
  - Process memberships and write reports
  - Attend biweekly and monthly meetings
    - Daily cash reconciliation
    - Online ordering

Apply

With Resume and Class Schedule

Due: Thursday, September 6 by 11:59pm

Email to: Katie Rose McKeon

Memberships.rec@sonoma.edu