

Receptionist

The candidate will be responsible for meeting and greeting visitors in the Office of Admission and responding to a high volume of incoming telephone calls. The position requires extensive communication with prospective students and parents.

Duties and Responsibilities

- Greet customers in the Office of Admission
- Respond to incoming telephone inquiries in a professional and courteous manner
- Direct calls and visitors to appropriate individuals for immediate follow-up and response
- Assist in the daily operations of the Office of Admission to ensure excellent customer service is delivered to prospective students and parents

Requirements

- High School Diploma or GED
- College degree and/or experience in college or a university admission office is desired, but not required

Qualifications

- Demonstrate excellent oral communication and organizational skills

How to Apply

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at HROFFICE@hamptonu.edu or fax to (757) 727-5969:

Office of Human Resources
Hampton University
Hampton, VA 23668

***No phone calls*

***Incomplete applications will not be considered*