

## **Receptionist**

### **Job description:**

Candidate must possess excellent communication skills; must have the ability to effectively interact with people of all age groups and socio-economic backgrounds; ability to work in a very fast-paced, high volume, oriented environment; ability to effectively work under pressure; must be customer-service friendly, ability to multi-task on the job; must have strong interpersonal skills and professional work ethic.

### **Duties and Responsibilities:**

Meet and greet students, parents, administrators and visitors who come to the Financial Aid office. Manage calls via the Financial Aid switchboard, and direct calls and messages to designated staff; assist with student file maintenance; prepare purchase requisitions and check reimbursement documents; sort and distribute incoming mail to the staff; coordinate in-bound and outbound faxes.

### **Qualifications:**

High School Diploma or equivalent

### **How to Apply:**

Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either in person, via email at [HROffice@hamptonu.edu](mailto: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*

### **Forms:**

Visit [Human Resources – Hampton University Human Resources](#) to retrieve the educational support staff employment application and other supplemental application materials.