**Receptionist/ Office Assistant**

**Position Title**

Receptionist/Office Assistant

**General Summary**

**Department paid/Work Study**

Position is federal work-study only.

**Major Duties**

Receptionist will be first point of contact for visitors and callers to the Office for Sustainability.

Duties are to:

* Answer telephones.
* Route calls.
* Greet and assist students and visitors.
* Provide general clerical support.
* Distribute and promote EcoMugs.
* Inventory, organize, and lend equipment to students, faculty, and staff.
* Assist with room reservations.
* Assist with campus and community events.
* Perform other tasks as needed.

**Minimum Qualifications**

* Must be outgoing and personable.
* Must be proficient in Microsoft Office.
* Must be organized and punctual.
* Must be able to communicate effectively with the public.

**Compensation**

Position starts at $8.30/hour. Higher pay rates will be considered based on level of experience.

**Required Applicant Documents**

**To Apply**

1. Complete the application found at http://www.wmich.edu/sustainability/opportunities/jobs
2. Email applications to [wmu-sustainability@wmich.edu](mailto:wmu-sustainability@wmich.edu) or send hard copies to 1903 W Michigan Ave, Kalamazoo, MI 49008-5286.

**Closing Date**

**Note:**  This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.