



WORK STUDY JOB DESCRIPTION

Position Title:	Receptionist
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POSITION SUMMARY:

- Stationed in the administration office of the Mississippi River Center. Receptionists answer all incoming calls during normal business hours and direct them accordingly.
- Various mailings and other administrative and office-related tasks also fall under this position.

KEY AREAS OF RESPONSIBILITY:

- Answer and direct incoming phone calls
- Greet and assist visitors or vendors who come to the office
- Help with mailings, including folding, stuffing, and labeling
- Maintain office supply inventory and tidiness
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong verbal and written communication skills
- Comfortable using phones and computer systems
- Friendly and professional demeanor
- Organized, reliable, and detail-oriented

MINIMUM QUALIFICATIONS:

- Must be a current college student eligible for Federal Work Study
- Availability during normal weekday office hours (8:30 AM–4:30 PM)
- Basic computer knowledge

PHYSICAL DEMANDS/WORK ENVIRONMENT

- May involve light lifting (up to 15 lbs) of office supplies or mailing materials
- Professional office setting

To apply, contact career@dbq.edu to determine eligibility.