

Interim Receptionist & Secretary to Admissions and the Business Office Earlham School of Religion

General Description:

The person filling this position serves as receptionist for the School of Religion and provides general administrative assistant support to the Director of Admissions and to the Director of Business and Student Services for a one-year period beginning July 1, 2018. This position is full-time – 37.5 hours per week.

Major Duties and Responsibilities:

- Serve as Receptionist for Earlham School of Religion. This involves switchboard duties, as well as greeting and directing persons who enter the building;
- Support the Director of Admissions with secretarial assistance including application processing, prospective and new student data entry, and coordination of student volunteer activities;
- Provide administrative assistant support to the Director of Business and Student Services;
- Assist with the coordination of access to and use of building facilities for activities other than scheduling of classroom space;
- Sort and deliver mail and other deliveries;
- Other duties as may be reasonably assigned from time-to-time.

Qualifications:

- High school diploma or GED certificate;
- Good, accurate typing skills;
- General secretarial experience;
- Punctuality; pleasant personality;
- Competent with personal computers, including extensive experience with word processing, spreadsheets, databases, E-mail and Windows;
- Ability to work well with colleagues in a team setting;
- Ability to work with minimal supervision;
- Ability to handle multiple assignments simultaneously;
- Ability to handle confidential information.

Application:

Please send a letter of application that addresses the various responsibilities of the position; resume; and the name, position title, email address and phone number of three professional references in a single PDF or MS Word file to:

Human Resources Office
Earlham School of Religion
801 National Road West
Richmond, Indiana 47374-4095
Phone: 765-983-1318

Email: thistbe@earlham.edu

Review of applications will begin immediately and continue until position is filled.

Earlham College continues to build a community that reflects the gender and racial diversity of the society at large, and, therefore, we are particularly interested in inviting and encouraging applications from African Americans, other ethnic minorities, and women. Earlham also is eager to solicit applications from members of the Religious Society of Friends (Quakers). Earlham College is an Equal Opportunity Employer.

Earlham utilizes E-Verify to confirm employment eligibility for all newly hired employees within the United States.