

## **Receptionist - Business Office**

The University of Mary invites applications for a full-time, 12-month, non-exempt Receptionist for the Business Office. The receptionist is responsible for covering the Business Office reception window and assisting in the daily operations of the Financial Affairs Business Office.

Essential Roles and Responsibilities Include:

- Provides superior customer service by greeting guests in a professional, friendly, hospitable manner
- Ensures phone calls are answered promptly and redirected accordingly
- Receives, sorts, and forwards incoming mail and daily newspapers and records checks received daily on a spreadsheet
- Assists students and staff with questions about University services and procedures
- Composes and types routine correspondence and makes copies
- Directs correspondence to appropriate offices
- Maintains confidentiality regarding all aspects of the work environment
- Receives and distributes university faxes
- Maintains car checkout log, gas cards, and car keys
- Supports staff in various shipping methods
- Maintains petty cash boxes
- Maintains cash drawer and reconciles it monthly
- Accepts parking ticket payments from students and maintains associated spreadsheet
- Locks the office at the close of each workday
- Upholds and promotes the Christian, Catholic, Benedictine mission of the University of Mary
- Supports the ongoing implementation of *Ex Corde Ecclesiae*, the apostolic constitution on Catholic colleges and universities
- Builds a culture of ready and earnest hospitality in the Office of Financial Affairs and throughout the university in accord with Saint Benedict's admonition that *all be received as Christ*

Qualifications Include:

- High School Diploma required
- Associate's degree in a related field or equivalent work experience preferred
- Two years of related work experience preferred

Knowledge and Skills Include:

- Ability to provide a professional and positive image through in-person, computer, and phone interaction; ability to create and maintain a welcoming environment for students, faculty, and staff
- Attentiveness to detail and accuracy; ability to perform general clerical duties such as photocopying, faxing, mailing and filing
- Ability to understand, interpret, explain, and apply rules and policies applicable to areas of responsibility

The University of Mary is a private, Christian, Catholic, Benedictine university that welcomes students of all faiths and backgrounds. Infusing Benedictine values throughout the educational experience, Mary offers distinguished, professionally-focused academic programs enlivened by the liberal arts, global and civic service, robust internships, and mentoring by respected faculty. As one of the most affordable private universities in the nation, Mary offers exceptional educational value as well as outstanding scholarship and financial aid opportunities.

For more information on the University of Mary, please watch a short video by clicking on this link: <https://youtu.be/Go37Hy6QrVs>

We welcome your interest in joining the University of Mary. To apply, email a letter of interest and resume to [employment@umary.edu](mailto:employment@umary.edu) or mail to University of Mary, Attn: Human Resources, 7500 University Drive, Bismarck, ND 58504.

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