

KENT ISD CONFERENCE CENTER RECEPTIONIST

Title: Conference Center Receptionist

Kent ISD
Classified Hourly Position – Grade III
Full-Time, 260 Days

Reports To: Asst. Superintendent of Career & Talent Development

Positions Supervised: None

Broad Summary Statement of General Responsibilities:

Responsible for providing outstanding customer service to staff, local district representative, visitors, and guests of the Kent ISD Conference Center. The position supports the safe and orderly operation of the facility by being well informed about Center's events, policies, schedule and personnel. The Receptionist ensures visitor protocols are followed and communicates effectively with security, staff, and administration about customer needs and concerns. Must demonstrate initiative, professionalism and be capable of managing / prioritizing responsibilities with minimal direct supervision.

Minimum Job Qualifications:

1. High school diploma with a preference for an Associate's Degree or higher
2. Demonstrated proficiency with current office technologies and platforms - strong technology and software application skills to include use of Student Information Systems software (like PowerSchool). Strong knowledge of and ability to use the Microsoft Office Suite, especially Word, Excel, Outlook and PowerPoint. Knowledge of and experience using Google applications and other web-based applications is a plus.
3. Must excel at working with diverse students and families and must embrace the values of diversity, equity, inclusion, and belonging
4. Strong customer service, interpersonal, and communication skills to interact effectively with all stakeholders, including visitors
5. Ability to interpret, comprehend, and follow oral and written instructions in order to perform duties described above
6. Strong organizational skills and the ability to work independently as well as to work with a team in to produce work with quality and accuracy delivered in a timely manner
7. Ability to interpret and apply Kent ISD protocols, procedures and policies
8. High level of discretion and integrity.
9. Ability to proactively seek solutions and efficiencies
10. Excellent oral and written communication skills
11. Strong organizational and time management skills

Specific Duties & Responsibilities:

1. Greets visitors to the Conference Center, ensuring they are welcomed and all safety protocols pertaining to visitors are followed

2. Answers calls and respond to email communications, provide accurate and well-informed information in response to general questions, and efficiently direct calls to the appropriate personnel
3. Lead role in scheduling the Conference Center facilities, following all procedures and protocols for facility use
4. Coordinate facility access for those scheduled to use the Conference Center outside of standard business hours
5. Enters data and completes necessary documentation related to the business of Conference Center
6. Assists with ordering necessary supplies and ensuring that office equipment is stocked and functioning properly, submitting work orders as needed
7. Prepares and processes orders for supplies
8. Prepares pertinent reports and communications, as needed
9. Performs a variety of clerical tasks, as directed
10. Comply with applicable school policy, regulations and laws.
11. Maintain regular and consistent employee attendance
12. Perform other duties and responsibilities as assigned

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the School Board may be considered. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Posting Dates:

Distribution: Internal

To Apply: Kent Intermediate School District manages employment applications online. No hardcopy applications/resumes will be accepted for this position.

- Applications must be completed online at www.jobs.kentisd.org

The final candidate for this position will be required (at their cost) to furnish Kent Intermediate School District with a current Michigan State Police and FBI criminal records LiveScan check prior to our recommendation to hire.

It is the policy of the Kent ISD School Board that no student, staff member or candidate for any position in the District shall be discriminated against on the basis of race, color, national origin, creed, ancestry, age, gender/sex, gender orientation, sexual orientation, marital status, height, weight, veteran status, political belief or physical/mental disability which does not impair their ability to perform adequately in the individual's particular position or activity, excluded from participation in, denied the benefit of, or to be subjected to discrimination in any program or activity for which the Kent ISD School Board is responsible for or receives financial assistance from the U.S. Department of Education.