

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** College Receptionist

**BASIC FUNCTION:** Under the supervision of the area Dean, provides assistance and information to visitors, students, faculty, and callers of the District; performs varied and complex word processing and data entry functions.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable – no permanent full-time staff to supervise.

**REPRESENTATIVE DUTIES:**

1. Creates a warm, friendly, and supportive atmosphere for students, faculty, staff, and the community.
2. Answers phones, receives visitors, gives directions to various District locations and answers inquiries concerning routine college procedures
3. Performs statistical and data entry and computer software applications.
4. Distributes forms and flyers from administrative offices as needed.
5. Maintains brochures and information packets for distribution.
6. Routes miscellaneous telephone calls from switchboard to appropriate area.
7. Issues parking passes to visitors, students, and staff.
8. Performs general clerical work.
9. Assists students obtaining ID #s and class schedules.
10. Assists with mail pick up and distribution.
11. Maintains office supplies and inventory of office supplies.
12. Sorts and files records and reports.
13. Participates in District-provided in-service training programs.
14. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
15. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** One year of closely related experience in data entry/word processing is required. One additional year of experience with substantial public contact is desired.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Modern office methods; principles of good customer service; and basic keyboarding functions.

**ABILITY TO:** Greet and assist people in a consistently warm, friendly, helpful manner; keyboard at a speed of not less than 30 net words per minute.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**CONTACTS:** Co-workers, security, students, faculty, other departmental personnel, and the general public.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.