



Position Title	Department	Works Directly with:
Part-Time Registration Receptionist	Various	Registrar, Operations Manager, CEO
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	March 2026

POSITION SUMMARY

Role involves acting as the first point of contact, efficiently checking in students or guests, answering questions, managing data entry, and fee collection. Key responsibilities include verifying, updating personal accounts, answering phones, and maintaining a welcoming, professional environment.

DUTIES AND RESPONSIBILITIES

The position functions include, but are not limited to the following:

- Register students; create customer profiles
- Greet guests; answer telephones, take messages, provide information
- Collect instructor signatures from classes
- Perform closing tasks
- Days, evening, and weekend hours required with an emphasis on evenings and weekends based on organization schedule
- Assorted clerical tasks and customer service
- Other duties and special projects as assigned

EDUCATION, EXPERIENCE, COMPENSATION

Required:

- High School Diploma, AA or BA preferred
- Punctuality and dependability is a must
- Superior communication skills (written and oral)

Preferred:

- 1+ years of customer service experience and/or database entry

Compensation

This position is a Part -time 10-20 hours a week, hourly position. The hiring range is \$15.00-18.00 per hour depending on experience. This is an at-will position.

OTHER MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

The requirements listed are representative of the knowledge, skill, and/or ability required. The minimum qualifications include, but are not limited to the following:

Knowledge of:

- Company policies and procedures;

Skill in:

- promoting and enforcing safe work practices;
- following verbal and written instructions and procedures;
- using a computer and related software applications; and
- establishing and maintaining effective relationships with co-workers and others.

Ability to:

- interact with various database computer programs such as Microsoft Office;



- communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc., to sufficiently exchange or convey information and to receive work assignments;
- follow oral and written instructions and standing procedures;

PHYSICAL ABILITIES AND WORK ENVIRONMENT

The physical demands and work environment characteristics described are representative of those that an employee may encounter while performing the essential functions of this job.

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written/typed documents and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate hand and power equipment;
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to exert in excess of 20 pounds of force occasionally, and/or in excess of 15 pounds of force frequently, and/or in excess of 10 pounds of force constantly to move objects.
- Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.
- Incumbents may be subject to: alternate work schedule, hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.), atmospheric conditions (fumes, odors, dusts, gases, and poor ventilation), hazardous materials (chemicals, blood and body fluids, etc.), extreme temperatures, inadequate lighting, work space restrictions, intense noise, travel, and environmental dangers (disruptive people, imminent danger, threatening environment).

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____



Received and accepted by

Signature: _____ Name (print): _____

Title: _____ Date: _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable. All employment decisions are based on qualifications, merit and business need.

Legal Disclaimer: This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.