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INTERNAL TALENT GATEWAY

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Auto req ID	26390BR
Business Title	Seasonal Part-time Receptionist
School/Unit	Faculty of Arts and Sciences
Sub-Unit	-----
Location	USA - MA - Cambridge
Time Status	Part-time
Schedule	This position is a seasonal, part-time position (20 hrs/wk). Standard hours are M-F, 10AM-2PM with seasonal leaves in the summer (May through early August) and winter (December through early January). Specific leave dates vary annually based on the academic calendar.
Department	Sociology
Salary Grade	051
Union	55 - Hvd Union Cler & Tech Workers
Duties & Responsibilities	Reporting to the Manager of Faculty Services, the Seasonal Receptionist provides a wide range of administrative support to the department and to the Faculty Services Office. Responsible for a large volume of varied, detail-oriented tasks including, but not limited to, the following:

General Reception

- Answers main departmental telephone lines and provides general information about the department's programs and policies to visitors and students; routes calls to appropriate contacts.
- Responds to and routes e-mails sent to department's main e-mail account.
- Liaises between students, main office administration, and faculty assistants.
- Distributes mail, faxes, and general notices.
- Maintains bulletin boards, department directories, and contact lists.
- Actively monitors and orders office supplies; actively maintains copy room and supply room.
- Maintains office equipment including photocopier, postage meter, printers and fax. Serves as main contact for usage, troubleshooting, and maintenance requests.
- Handles distribution, collection, and tracking of department mailboxes, mailbox keys for faculty and staff and keys to departmental resources such as storage cabinets and conference rooms.
- Assigns and maintains graduate student mailboxes.
- Makes policy and procedural recommendations to meet department goals. This includes the review of existing processes and procedures, and the development and implementation of new processes and procedures.

Room Scheduling and Event Planning

- Schedules department-controlled classroom space for meetings, student events, workshops, staff meetings, and course sections (space for courses excluded).
- Coordinates major departmental events including Sociology Day and the annual PhD reception. Assists the coordinator of academic affairs in organizing department colloquia and job talks.
- Assists with general department event coordination including: scheduling space, securing venues, obtaining vendor quotes, creating, distributing, and tracking invitations and guest lists, placing catering orders, securing AV equipment and

preparing meeting materials.

- Obtains parking passes for Sociology community members and guests on official department business.

Faculty Support and General Administration

- Requests, retrieves, and returns library books for courses and junior faculty research.
- Purchases books, requests electronic library items, downloads electronic articles.
- Photocopies and scans course related documents including course readings and syllabi.
- Assists Manager of Faculty Services with course iSite construction, uploading of course documents to course iSites, and preparation of course packs.
- Assists Manager of Faculty Services in maintaining faculty Open Scholar sites and department website.
- Assists with the processing of expense reimbursements.
- Performs other duties and ad hoc requests as assigned.

Basic Qualifications Minimum of 1 year experience in an office environment. Experience with Microsoft Office, including Outlook, Word, and Excel.

Additional Qualifications Excellent time management skills. Demonstrated initiative. Ability to prioritize and execute multiple tasks and meet deadlines with minimal supervision. Strong organizational skills and attention to detail. Solid writing, editing and proofreading skills. Excellent interpersonal skills and ability to communicate professionally with diverse constituency, including senior faculty and administrators. Demonstrated professionalism and good judgment. Ability to handle complex and confidential information with discretion. Ability to work across teams and with a variety of projects and constituencies. Strong internet research skills and experience with Open Scholar, iSites, HTML and/or Dreamweaver, and EndNote preferred. Experience providing complex administrative support in an academic setting preferred.

Additional Information This position is a seasonal, part-time position (20 hrs/wk). Standard hours are M-F, 10AM-2PM with seasonal leaves in the summer (May through early August) and winter (December through early January). Specific leave dates vary annually based on the academic calendar.

All formal written offers will be made by FAS HR.

Pre-Employment Screening Identity

Harvard University is an Affirmative Action/Equal Opportunity Employer.

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