



PART-TIME RECEPTIONIST / ADMINISTRATIVE CLERK INSTITUTIONAL ADVANCEMENT

REPORT TO:	Executive Secretary to The Office of the President
E CLASS:	Part-Time
FLSA:	Non-EXEMPT

POSITION SUMMARY

The Part-Time Receptionist / Administrative Clerk provides clerical and front-office support to the Office of the President at Miles College. This position is responsible for maintaining a welcoming and professional office environment while assisting with routine administrative tasks that support the efficient daily operations of the office.

Under the direction of the Executive Assistant to the President, the Receptionist / Administrative Clerk will serve as the initial point of contact for visitors and callers, maintain organized records, prepare routine documents, and assist with general office duties. This position does not carry executive decision-making, supervisory, or high-level administrative responsibilities.

REQUIRED QUALIFICATIONS

- High school diploma or GED required.
- Previous receptionist, clerical, or general office experience preferred.
- Basic proficiency in Microsoft Word, Outlook, and Excel.
- Ability to operate standard office equipment, including printers, scanners, and copiers.
- Strong interpersonal and customer service skills.
- Effective verbal and written communication skills.
- Ability to follow instructions, maintain confidentiality, and complete assigned tasks accurately.
- Dependable attendance and professional workplace conduct.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reception and Front Office Support

- Greet and welcome visitors to the Office of the President in a professional and courteous manner.
- Answer incoming telephone calls, take accurate messages, and direct inquiries to the appropriate individuals.
- Maintain a visitor log and notify appropriate staff of arriving guests.
- Assist with maintaining a clean, organized, and professional reception area.
- Receive, sort, and distribute incoming mail, packages, and deliveries.
- Provide general institutional information and direct individuals to the appropriate departments.

Clerical and Administrative Support

- Perform routine filing, copying, scanning, printing, and document organization.

- Type and format basic letters, labels, forms, and other documents as directed.
- Assemble folders, packets, binders, and printed materials for meetings and office use.
- Organize and maintain physical and electronic files.
- Assist with data entry, spreadsheet updates, and basic recordkeeping.
- Maintain office supply inventory and notify the Executive Assistant when additional supplies are needed.
- Prepare envelopes, mailing labels, and outgoing correspondence.

Meeting and Office Preparation

- Assist with preparing conference rooms for meetings, including placing materials and arranging basic supplies.
- Print and assemble agendas, handouts, and other meeting documents.
- Assist with distributing meeting materials as instructed.
- Ensure that meeting areas are organized before and after use.
- Provide basic hospitality support for guests and office visitors.

General Office Assistance

- Complete assigned clerical tasks accurately and within established deadlines.
- Assist with maintaining routine office checklists and administrative records.
- Support other basic office functions as assigned by the Executive Assistant.
- Maintain confidentiality regarding office correspondence, institutional information, and visitors.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of standard office practices, procedures, and administrative functions.
- Strong organizational, communication, and time-management skills.
- Proficiency in Microsoft Office Suite and standard office technology.
- Ability to maintain confidentiality and exercise discretion.
- Ability to prioritize assignments, meet deadlines, and work independently.
- Ability to communicate professionally with internal and external stakeholders.

WORK ENVIRONMENT:

The work environment involves physical conditions typical of a professional office setting. Most duties are performed while sitting and using a computer. The position may require occasional standing, walking, bending, and lifting or carrying small office materials.

TRAVEL:

Travel may be required.

***This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.*

SPECIAL INSTRUCTIONS TO APPLICANTS:

A criminal background check will be conducted. *No phone calls will be accepted.* **Interested applicants should submit a resume, cover letter, and application to hr@miles.edu. Must be legally authorized to work in the United States without the need for employer sponsorship, now or at any time in the future.** Due to the large volume of inquiries, applicants will only receive a

response if there is a match, at which point the applicant will be contacted for an interview.

NOTICE OF NON-DISCRIMINATION

Miles College is an equal-opportunity employer dedicated to building an inclusive and diverse workforce. Miles College does not discriminate in its educational programs and activities based on race, color, religion, ethnic or national origin, age, disability, sex, gender, gender identity, gender expression, sexual orientation, veteran status, or any other basis prohibited by law. Inquiries about the application of Title IX and its supporting regulations may be directed to the Title IX Coordinator, Brown Hall Room 101, 5500 Myron Massey Blvd, Fairfield, AL 35064, 205-929-1440, titleix@miles.edu. For information on the Title IX Sexual Harassment/Sexual Assault policy and grievance procedures, please [click](#).

TITLE IX / STATEMENT OF NONDISCRIMINATION

As set forth in this Policy, MILES COLLEGE prohibits discrimination on the basis of sex in its programs and activities. As defined by Title IX, discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

MILES COLLEGE does not discriminate in its admissions practices, except as permitted by law, in its employment practices, or in its educational programs or activities on the basis of sex.

MILES COLLEGE also prohibits retaliation against any person opposing sex discrimination or participating in any sex discrimination investigation or complaint process, whether internal or external to MILES COLLEGE. Sex-based harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination that are prohibited under Title IX and by the college's [Title IX Policy](#).