Administrative Coordinator – Reception Position Description (July 2022)

This position serves as the face of a small, private college offering overall support of all constituents including faculty, staff, students, alumni, visitors, callers, service professionals, and suppliers. The best fit candidate is outgoing, has a positive and attentive disposition, and presents him/her/them self in a professional, warm, and inviting manner.

Employer Expectations Overview

CCMS is a community of integrity and excellence comprised of student-focused death care educators and administrators. Our campus culture embraces the expectation that each member of its community govern with conviction in the betterment and service of others. Our team values the institutional mission and the responsibilities entrusted to us, both collectively and individually, to promote expansive knowledge, professionalism, ethical guidance, positivity and support of others.

Essential Skills and Attributes

A successful candidate and team member brings the following minimum skills and attributes:

- Possesses a pleasant, approachable disposition and a genuine willingness to help others.
- Displays intentional regard and kindness, ensuring a positive experience for all with each encounter.
- Displays effective and professional communication skills verbally, non-verbally, and electronically.
- Desire to serve in higher education, specialized in death care professionals
- Support the needs of a diverse community of students, colleagues, and professionals.
- Exercises confidentiality at all times and acts in compliance with federal, state, institutional standards.
- Governs oneself with autonomy, integrity, and reverence for others.
- Holds others accountable for the same standard of integrity and reverence.
- Is flexible with scheduling and has a history of punctuality and excellent employment attendance.
- Ability to observe, analyze, assess, and develop concepts/plans for improvement.
- Desires to receive instruction, experience professional growth, and act collaboratively as a team.
- Possess excellent organizational skills and the ability to prioritize, multitask, and meet deadlines.
- Willingness to learn new technologies, programs, and processes associated with position
- Punctuality and history of excellent attendance
- Ability to read, translate data, and type fluently with accuracy
- Lifting (up to 50lbs), balancing, pushing/pulling, climbing, and kneeling

Essential Job Functions

- Greets guests, visitors, and students with inquiries. Serves as the first impression of CCMS and displays a pleasant persona consistently.
- Answers college’s main switchboard pleasantly; transfers calls to appropriate employees; takes detailed messages and ensures delivery to appropriate individual in a timely manner.
- Provides administrative support to President, Faculty, Staff, and Student Community; makes copies, processes mailings, etc.
- Processes merchandise and book sales according to college procedures.
- Administers merchandise and textbook sales for College’s bookstore, including: sourcing suppliers; maintaining inventory, and ordering materials and supplies.
- Maintains inventory and ordering of College’s office supplies for all employees.
• Sorts and processes mail and deliveries on a daily basis.
• Assists with website maintenance, revisions and updating.
• Responsible for support in coordinating and executing events (including physical set up and tear down of open houses, graduation, continuing education programs, and all other college events).
• Serves as host/hostess for guest and community member events, commencement, public open houses, etc.
• Processes user requests of library materials as needed.
• Completes other duties as assigned.

Qualifications

• Associate degree or equivalent job-related experience will be considered
• Must be a citizen of and/or authorized to work in the United States
• Ability to demonstrate punctuality and excellent attendance
• Ability to type and read fluently with accuracy
• Familiarity with technologies and/or ability to learn Windows 8/10, Microsoft Office Suite (Word, Outlook, Excel, PowerPoint), Student Learning Management Platform (Populi)
• Willingness to learn new technologies, programs, and processes associated with position

Reports to

• College Dean, Director of Institutional Effectiveness

Employment Classifications and FLSA Status

• Staff Position
• Salary / Exempt
• Compensation begins at $33,000 annually, negotiable with skillset and experience
• Full-time (40 hours per week, Monday-Friday, occasional evening/weekend event coordination)
• Paid time off accrues from date of hire
• Medical benefits and retirement plan available
• Eligible for annual merit bonus

This is a general explanation of the nature and level of responsibilities, skill sets, functions, and qualifications necessary to be a successful fit in this position. It is not intended to be all inclusive or be interpreted as an employment contract. Requirements and essential functions are subject to change.

CCMS is an equal opportunity institution and employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. Reasonable accommodations may be made to enable individuals with disabilities to perform the skills required for the essential functions of the job.

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