



PLEASE POST

MARCH, 2018

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**ANNOUNCEMENT OF VACANCY
RECEPTIONIST**

The Mississippi School for Mathematics and Science is accepting applications for the position of Receptionist for Goen Hall, which is a female residence hall. The main responsibility of the receptionist is to serve as the primary point of contact for residents, parents, staff, faculty, administration, and other guests. This person works under the supervision of the Goen Hall Director between the hours of 7:00 a.m. and 4:00 p.m. to maintain a welcoming environment for individuals entering and leaving the residence hall. This person also assists with maintaining accurate daily records of student attendance and appointments of the approximately 150 residents.

The Mississippi School for Mathematics and Science is a public, residential high school for academically gifted and talented eleventh and twelfth grade students located on the campus of the Mississippi University for Women in Columbus, Mississippi. For more information about MSMS, please visit <http://www.themsms.org>.

RESPONSIBILITIES

- Directing, guiding, and supervising students in an assigned living area to ensure personal safety and well-being
- Upholding standards of student conduct and enforcing the MSMS discipline policy
- Serving as the receptionist for the residence hall front desk
- Communicating needed information to all necessary constituents
- Performing other duties as required

DESIRED SKILLS/CHARACTERISTICS

- Excellent interpersonal skills
- Good communication skills (oral and written)
- Superb team member
- Functional knowledge of basic computer office software, email, and the use of common office machines.
- Organized
- Self-Motivated

MINIMUM REQUIREMENTS

1. High School Diploma or GED.

POSITION DETAILS

1. Pay: \$15,708
2. 11-month position
3. Mississippi state insurance and retirement benefits

Application review will begin April, 2018, but applications will be accepted until the position is filled. The person will be expected to start as soon as possible, so it will be discussed when an offer is extended. All applications will be acknowledged but only selected candidates will be interviewed. Application materials are available for download from <http://www.themsms.org> or by contacting:

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