



PLEASE POST

SEPTEMBER, 2022

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**ANNOUNCEMENT OF VACANCY
FRAZER HALL RECEPTIONIST**

The Mississippi School for Mathematics and Science is accepting applications for the position of Receptionist for Frazer Hall, which is a male 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 Frazer 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

- Greet students and visitors as they enter the building
- Ensure safety and well-being of MSMS Students
- Ensure all students and guests sign-in and sign-out properly
- Assist the Office of Academic Affairs in locating students absent from class.
- Count and verify money kept in the residence hall office, make change for students, and arrange refunds to students for loss in vending machines or laundry appliances.
- Announce visitors when appropriate
- Maintain a clean and orderly work environment. (Desk area, lobby, and restrooms)
- 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: \$18,500
2. 12-month position
3. Mississippi state insurance and retirement benefits

Application review will begin September, 2022, 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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