



Receptionist – Frazer Hall

The Mississippi School for Mathematics and Science, one of the top high schools in America, is a public, residential high school for academically talented eleventh and twelfth grade students located on the campus of the Mississippi University for Women, Columbus, Mississippi.

MSMS is accepting applications for the position of Receptionist. The main responsibility of this role 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. Frazer Hall houses male residents.

RESPONSIBILITIES

- Greeting students and visitors as they enter the building
- Ensuring safety and well-being of MSMS Students
- Ensuring all students and guests sign-in and sign-out properly
- Assisting the Office of Academic Affairs in locating students absent from class.
- Counting 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.
- Announcing visitors when appropriate
- Maintaining a clean and orderly work environment. (Desk area, lobby, and restrooms)
- Performing related duties as assigned

MINIMUM REQUIREMENTS

- Associate's degree (Bachelor's degree preferred) or Related Work Experience
- A valid Mississippi Class B Commercial Driver's License with a P & S endorsement is required. This license can be acquired after employment begins.
- Successful completion of pre-employment drug and alcohol test
- Certification in First Aid and CPR for all age groups transported.
- Clear criminal background check and child abuse registry check

POSITION DETAILS

1. Salary: \$17,262
2. 11-month position
3. The starting date will be **July 17, 2025**

Applications will be accepted until the position is filled. All applications will be acknowledged but only selected candidates will be interviewed. Application review will begin **June 18, 2025**.

To apply for this position, submit a completed application, cover letter, and resume to hr@themsms.org.

THE MISSISSIPPI SCHOOL FOR MATHEMATICS AND SCIENCE IS AN EQUAL OPPORTUNITY EMPLOYER.