POSITION TITLE:

Front Office Receptionist (7:30 AM – 3:30 PM M-TH; 7:30 AM – 3:00 PM F)

REPORTS TO:

Director of Campus Safety and Security

LOCATION:

Western Pennsylvania School for the Deaf
300 E Swissvale Ave
Pittsburgh, PA 15218

POSITION OPENING:

ASAP

JOB DESCRIPTION:

This is a full time and non-exempt position. Responsibilities include opening the Front Office and Mailroom, allowing visitors to enter the building and greet them, checks-in by issuing visitor IDs and checks-out using Raptor system, notifies appropriate staff when a visitor(s) has arrived, answers switchboard telephone and directs phone calls to appropriate staff, checks voicemail messages on switchboard telephone and relays messages to appropriate staff, alerts the Director of Security if the fire alarm sounds, assists during emergency procedures (i.e., fire, Lockout, Lockdown), performs general office work as follows:

- Copies materials
- Types emails
- Sends and receives fax messages
- Uses Neopost machine to meter outgoing mail and maintain daily postage meter log
- Schedules pick-up of Fedex packages and certified mail
- Orders supplies for copy machine and handles service calls
- Issues late arrival passes for students
- Arrange and distribute Friday packets to staff, students and parents

MINIMUM QUALIFICATIONS:

A receptionist in this school setting must possess skills in typing and preparing materials for distribution in-house and out of school. The ability to answer the telephone in a courteous manner is required. The use of office machines is required. The ability to use computers and word processing programs is necessary. A high school diploma or equivalent is required at minimum.

SIGNING REQUIREMENTS:

The Sign Language Proficiency Interview for the position is “Survival.” The minimum level accepted at hire is “No Functional Skills.”

CLEARANCES REQUIRED:

PA Criminal Background, PA Child Abuse, and FBI Clearance required, Mandated Reporting Training certification required.

APPLICATION PROCEDURE:

Send letter of application and resume to:

employment@wpsd.org

It is the policy of the Western Pennsylvania School for the Deaf not to discriminate in is programs, education, employment and all other activities on the basis of race, color, national origin, ancestry, sex, age, creed, religion, disability, gender identification or sexual orientation. Any complaints of discrimination should be directed to the Director of Human Resources.