POSITION ANNOUNCEMENT

Position: Reception Coordinator
Division: Academic Affairs
Department: Enrollment Management & Marketing
Status: Full-Time, Non-Exempt Staff
Start date: April 2016

Primary Duties and Responsibilities:
• Receive and greet visitors
• Answer telephones and direct calls to appropriate individuals.
• Schedule campus tours for prospective students; prepare/maintain correspondence with prospects and guests; confirm arrangements; assist guests with accommodations and directions, and assign and confirm Kansas City Art Institute tour guides.
• Maintain logs for Information Systems and other Admissions-sponsored events.
• Assist new inquiries, applicants and admitted students.
• Maintain confidentiality as appropriate.
• Performs other duties relevant to the role as requested.

Requirements for the position:
• Strong organization, office, clerical and computer skills
• Must be fully competent in using the standard Microsoft Office Suite of software programs
• Must be multi-task oriented
• Must deliver excellent customer service with the ability to resolve conflicts in a constructive manner

Education and Experience Requirements:
• Minimum three years of experience providing administrative assistance, receptionist or general office support.
• College admissions experience is preferred.

About KCAI: Kansas City Art Institute is a four-year, independent and accredited college of art and design founded in 1885 and located in the cultural heart of metropolitan Kansas City, Mo. The college enrolls more than 700 undergraduate students drawn regionally, nationally and internationally.

Reports to Vice President of Enrollment Management & Marketing. Benefits include liberal vacation and holiday schedule.

Application deadlines and procedures: Review of applications will begin immediately and continue until a suitable candidate is selected. Applications received during the finalist stage of the search are not guaranteed consideration.

Apply by e-mail to: jobs+recpecoord2016@kcai.edu

Attach to the e-mail in PDF format only:
• Cover letter including salary history and expectations.
• Résumé
• List of three professional references we may contact
• A separate philosophical statement on how to successfully manage priorities from multiple sources

Complete applications will be acknowledged by return e-mail within one week of submission.

Questions may be directed to: Human Resources, hr@kcai.edu
Kansas City Art Institute is an Equal Opportunity Employer