

**Holy Cross College**  
**Student Employment**

**Title:** Faculty Reception

**Department:** Academics

**Supervisor:** Phyllis Scott

**Email:** [pjscot@hcc.edu](mailto:pjscot@hcc.edu) or [hr@hcc.edu](mailto:hr@hcc.edu) Faculty Reception

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**Purpose**

Provide support to the Faculty Administrative Assistant. The employee in this job must professionally respond to guest's inquiries regarding various issues on advising appointments, directions, faculty

- Engage proactively with people entering the Reception Area needing information; assist with inquiry or pass on to an appropriate party for clarification
  
- Provide general administrative assistance as necessary to serve the needs of other college faculty, staff and administration
- Other duties as assigned

**Minimum Education, Skills and Abilities:**

- Excellent interpersonal, written, and oral communication skills
- Ability to work with a minimum of direct supervision