



# **JOB APPLICATION PACKET:**

Position Opening:  
**Receptionist**

## **Required Application Materials:**

1. Letter of Application
2. Resume
3. Printed and completed MSHSAA “Application for Employment”  
(link on MSHSAA website)
4. College Transcripts (if applicable)

## **Please return by mail or in person to:**

MSHSAA Office – Receptionist Position Opening  
Attn: Stacy Schroeder  
1 N. Keene St., P.O. Box 132  
Columbia, MO 65205-1328

**This document is available as a word document,  
by request to Stacy Schroeder (stacy@mshsaa.org)**

## **MSHSAA Position Description: Receptionist**

**JOB SUMMARY:** The employee in this position is responsible for overseeing the front desk and lobby, greeting the public, answering and directing incoming calls to the appropriate staff members, opening and forwarding all office mail, providing general secretarial assistance as needed.

**WORK SCHEDULE:** 35 hour work week (8:00am-4:00pm, M-F); Full time or part-time is possible.

### **DUTIES AND RESPONSIBILITIES:**

- Answering telephone calls on switchboard and forwarding calls to appropriate staff
- Handling voicemails and forwarding to appropriate staff
- Receiving emails to general office account and answering or forwarding to appropriate staff
- Greeting public to the MSHSAA Office
- Preparations for meetings held at the office, signage, directions for guests
- Keeping lobby and front desk tidy
- Sorting incoming mail into staff mailboxes
- Assisting staff with jobs as available or needed
- Representing MSHSAA as the first impression to school administrators, board members, advisory committee members, officials, contest managers, and interested parties on matters relating to Association activities and procedures.

### **QUALIFICATIONS:**

- High School Diploma required; similar work experience and/or Bachelor's Degree preferred.
- Excellent phone and communication skills.
- Strong organizational skills; ability to handle multiple tasks and manage time wisely.
- Disarming personality; ability to handle angry or sensitive callers.
- Working knowledge of business grammar and style.
- Proficiency in computer word processing (Microsoft Word).
- Ability to work effectively with support staff and executive staff, both individually and on group projects.
- Ability to cope with unforeseen situations.
- Ability to work well with diverse groups of individuals.
- General good health preferred.

### **SALARY RANGE:**

\$25-35K; commensurate with applicant's qualifications, experience and credentials

### **BENEFITS:**

- Association provided group health, life and long-term care insurance
- Association provided contributions to self-directed 401k retirement plan
- Flexible Spending Account (FSA) for dependent and/or medical
- Paid vacation and sick leave

**The MSHSAA is an Equal Opportunity Employer and does not discriminate on the basis of sex, creed, color, national origin, disability, or age.**