



# JESUIT<sup>®</sup> ARCHIVES & RESEARCH CENTER

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## **Position Announcement Receptionist**

The Jesuit Archives & Research Center (JARC) houses the collective memory of the administrative provinces and the governing body of the Society of Jesus in the United States. The Society of Jesus mandates and supports record keeping and the maintenance of archives to provide a window into the origins, development, spirit, and charism of the order and its members throughout the world. The organization strives to fulfill its mission as a repository of record.

### **Job Summary**

JARC seeks to add a part-time receptionist to our team. The receptionist provides administrative and operational support within our offices. The receptionist welcomes guests to the Archives in person and by phone; directs patrons to the appropriate office or staff member; accepts mail and other deliveries; maintains a guestbook and security awareness. The receptionist reports to the Director of the Jesuit Archives with many tasks and duties assigned to them by the administrative assistant.

### **Duties and Responsibilities**

- Provides general administrative and clerical support to the Director, associate archivists, and administrative assistant
- Provides excellent patron service via phone and in person
- Provides callers with information such as our address, directions, our website, and other related information
- Welcomes patrons and fields telephone inquiries, managing multiple lines at a time
- Keeps guestbook, monitors visitor access, and maintains security awareness while upholding a high level of confidentiality
- Accepts mail and deliveries
- Directs visitors to the appropriate person and office
- Assists with queries from the public
- Contributes to communication for the archives, including, but not limited to, drafting, receiving, and sending email and mail correspondence
- Prepares meeting spaces and classrooms
- Assists in the preparation for Archives events
- Ensures reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Assists with other general administrative duties as assigned by the director
- Adheres to all policies and procedures as set forth in the employee handbook

## **Experience and Skills**

- Associate's degree or higher required
- Understand and appreciate the Jesuit History and Mission
- Desire to contribute substantially to the mission of the Archives
- Project management skills: experience prioritizing multiple deadlines and schedules, both autonomously and with colleagues
- Possess exceptional interpersonal, verbal, and written communication skills
- Ability and desire to learn new technologies
- Ability to work in team-oriented culture
- Detail-oriented, self-motivated, and resourceful
- Exercise creativity, discretion, good judgment, initiative, organizational ability, and problem solving
- Must be able to lift 40 pound boxes above head
- Extensive experience with databases and software, Adobe, and Office 365 (Access, Excel, Outlook, PowerPoint, and Word)

Please send cover letter and resume with three professional references to Jake Klusman at [JARCAadmin@jesuits.org](mailto:JARCAadmin@jesuits.org).

This is a part-time, hourly position. It does not include any benefits. The position's proposed hours are Monday through Friday, 10 AM to 3 PM. Start date is negotiable between August 1<sup>st</sup> and September 1<sup>st</sup>, 2018.