

## Waunakee Community School District

### District Receptionist and Administrative Assistant for Auxiliary Services

#### Job Description

#### Qualifications:

1. High school diploma (additional related training desirable but not required). Previous administrative assistant experience beneficial.
2. Organizational skills, word processing skills and proficiency in oral and written communication skills.
3. Ability to operate office equipment such as computer, fax machine, and calculator.
4. Knowledge of software applications, such as e-mail, word processing, spreadsheets, and database management currently used in the District.
5. Ability to assume responsibility, display initiative, and exercise good judgment.
6. Ability to perform duties of a sensitive and confidential nature.

#### Reports To: Business Manager

**General Responsibilities:** Greet visitors to the District Administrative Center. Answer incoming calls, direct calls to appropriate staff members, distribute mail. Perform administrative support necessary to accomplish objectives of Business Manager as they relate to auxiliary services. Adapt to a variety of responsibilities. Present a positive image in contacts with parents, community and staff. Properly handle all confidential matters.

#### Essential Functions:

1. Greet visitors warmly and make sure they are comfortable.
2. Answer telephone and operate switchboard.
3. Route calls to the appropriate staff member.
4. Take and retrieve messages.
5. Provide callers with information such as address and directions to various school properties, fax numbers, district website and other related information.
6. Receive, sort and forward incoming mail.
7. Call staff members waiting for a visitor and book them a room to meet in as necessary.
8. Schedule meetings and conference rooms.
9. Set up and take down Board and conference rooms as needed.
10. Make coffee and coordinate food as needed.
11. Gather paperwork from new employees.
12. Take photos, create badges and add and delete staff, student employees and contractors to badge systems.
13. Activate, distribute, and maintain smart and cell phones for designated staff members.
14. Coordinate Wisconsin Surplus sales
15. Assist new employees with log-in access

16. Manage Trip Direct System.

17. Order and stock supplies for kitchen, Board room and conference room

Other Functions:

1. Perform other responsibilities as assigned by the District Administrator or Business Manager
2. Promote a positive image of the District at all times.

Adopted: August 2017