



SAN FRANCISCO HEAD START/EARLY HEAD START
PROGRAM
SAN FRANCISCO STATE UNIVERSITY

*Please
Post*

IMMEDIATE OPENING

TEMPORARY RECEPTIONIST

The San Francisco State University Head Start/Early Head Start program operates ten preschool centers in San Francisco. We have an immediate opening for a full-time, temporary Receptionist. This position is expected to last approximately 3-4 months.

SUMMARY

This position requires the services of a highly qualified individual who is knowledgeable and experienced in receptionist and administrative duties. The Receptionist will be responsible for providing administrative support to the Head Start/Early Head Start program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Answering telephones, screening incoming telephone calls, taking accurate messages.
- 2) Greeting office visitors, providing information as needed.
- 3) Maintaining central office daily sign in sheet.
- 4) Maintaining up-to-date contact information, central office roster, program location directory and other forms.
- 5) Maintaining meeting room schedules.
- 6) Processing incoming and outgoing mail and faxes in a timely manner. Assist in mailings.
- 7) Ensuring that supplies of paper plates, cups, etc. are regularly maintained in the conference room; checking water coolers on a timely basis to ensure they don't run out.
- 8) Inventorying and ordering office and kitchen supplies in coordination with Facilities Manager.
- 9) Inventorying and ordering first aid kit contents in collaboration with the Health Manager.
- 10) Maintaining office equipment (i.e., copier, fax, postage machine); arranging for office equipment to be serviced and repaired as needed.
- 11) Complete data entry duties for IT department.
- 12) Complete projects for management team as required.
- 13) Prioritize and manage a variety of timelines and work assignments.
- 14) Attend trainings and workshops.
- 15) Other duties as assigned.

QUALIFICATIONS

Two years experience in office management and/or administrative support. Excellent computer knowledge and skills required--Microsoft Word, Excel, PowerPoint and other office software programs. Must have the ability to work collaboratively and effectively with diverse populations. Excellent written and oral communication skills and professionalism. Ability to work in a fast-paced office environment, with self-direction, changes in priorities and deadlines, motivation and creativity.

Employment with San Francisco State University Head Start is dependent on passing a criminal background check, health screening including a TB test, and approval by the Head Start Policy Council.

* Persons of color are encouraged to apply.

To apply:

Mail or fax your cover letter and resume to: San Francisco Head Start Program, Attn: Human Resources, 205 13th Street, Suite 3280, San Francisco, CA, 94103, FAX: (415) 552-7257. EMAIL: tommcc@sfsu.edu

Employment concerning this program is administered through the San Francisco State University/Marian Wright Edelman Institute. SFSU is an EOE/AA employer.

Positions will remain open until filled.

Posted: December 29, 2009