

Receptionist, Shaftesbury North Side

Full time – up to a one-year term – anticipated start date is September 6, 2018

The CMU Receptionist responds to student inquiries, completes general office administrative duties, handles correspondence and is often the first point of contact for many students and the public. This position is responsible for handling a wide variety of inquiries and providing accurate information about the university. This person reports to the Controller and the Director of Enrolment.

**Responsibilities:**

*Reception and Administration Support 50%*

- Provide telephone answering services for Canadian Mennonite University on the Shaftesbury & Grant Campus
- Arrange for back-up phone answering services when necessary including training of student assistants
- Respond to in person inquiries and visitor questions. Direct visitors to appropriate individuals or offices
- Courier outgoing packages by Dynasty Express or UPS including regular courier to Menno Simons College campus.
- Provide distribution support for incoming and outgoing mail
- Book counselling appointments for CMU students with on-campus counsellors
- Sign for all incoming packages and notify students of parcel pick-ups
- Enter events into the CMU Meetings/Public calendars
- Enter payments received by fax in Blackbaud Student Information System
- Process daily cash out from folio café, CMU's on-campus coffee shop
- Manage Xerox billing and maintenance calls for north side of campus
- Order coffee for the north and south campus staff lounges
- Administrative support for the CMU School of Music
- Prepare programs for on-campus music events in cooperation with the Communications and Marketing department
- Create and edit programs for the weekly School of Music Thursday recitals
- Create and edit programs for CMU vespers services once a month

*Financial Administration 10%*

- Process the folio café cash out and journal entry each day
- Enter payments received by fax or online in Blackbaud Student information system
- Assist with processing Mennonite Heritage Centre deposits and cash out

*Enrolment 40%*

- Process student applications (CMU undergraduate, Outtatown, and Graduate studies – 3 programs) received through website or by paper
- Respond to phone inquiries from interested international applicants
- Answer [info@cmu.ca](mailto:info@cmu.ca) emails using standardized responses
- Process all Canadian School of Peacebuilding (CSOP) applications received through website or by paper
- Answer CSOP email inquiries using standard answers

**Qualifications:**

- A commitment to the Christian church and the mission of CMU
- Post-secondary education preferred
- Office assistant training or experience will be an asset
- Excellent organizational and administrative skills
- Strong interpersonal skills and ability to work in a team environment
- Strong written and oral communication skills
- Strong Microsoft Office Suite skills, primarily Word and Excel
- Experience with data entry an asset
- Attention to detail required

Inquiries should be directed to Dianna Robson, Director of Human Resources at 204.594.0532. Applications will be reviewed upon receipt and will be accepted until this position is filled. Applicants should email a resume (PDF or Word document) along with the names of three references, in confidence to [hrdirector@cmu.ca](mailto:hrdirector@cmu.ca) or to Director of Human Resources, Canadian Mennonite University, 500 Shaftesbury Blvd. Winnipeg, MB R3P 2N2