



Job Title: Security Receptionist
Location: Donnelly College, Kansas City, KS
Full/Part Time: Full-time
Exempt/Non-Exempt: Non-exempt
Position Reports to: Director of Strategic Enrollment

About Donnelly

Donnelly College, located in the heart of Kansas City, Kansas, is a Catholic institution of higher education founded by the Benedictine Sisters of Mount St. Scholastica and sponsored by the Archdiocese of Kansas City in Kansas. The college was established in 1949 to meet the needs of urban immigrants and the working class with a special concern for those who might not otherwise be served. Today, Donnelly continues that tradition by providing the most accessible and affordable Catholic college education in the country. Our community participates in the mission of Jesus Christ in our time by making the love of God tangible in our world. Through a strong core curriculum and general education, Donnelly College offers programs leading to bachelor's and associate degrees and certificates. To find out more, please visit www.donnelly.edu.

Job Summary

As the first person encountered when someone enters Donnelly College, the security receptionist plans a large role in both operational flow and facility safety. The candidate must be able to pass a background check and complete Virtus training. Must be able to pass a background check.

Responsibilities

- Greet and provide superior customer service to guests, employees and students on campus. As the first contact for anyone entering the College, the level of customer service shall exceed the expectations of the guest.
- Maintain secure entry into the college by consistently and respectfully directing employees, students and guests to correct entrances.
- Protect and properly handle confidential information; names, contact information, phone numbers, ID numbers, etc.
 - Information should be secured when not at the desk.
- Supervise visitor check in/out logs.
- Perform various duties such as answering phones, monitoring closed circuit TV equipment and student IDs.
- Act as the first line of contact for all phone calls to the main College phone number, requiring a full understanding of the basic functions of all College offices to be able to distribute calls appropriately.
- Work with stakeholders at the College who may interact with guests.
- Maintain a standard of punctuality and dependability of attendance, and maintain cleanliness, tidiness and appropriate attire.
- Plan breaks and PTO/Paid time off leave, understanding the need to provide front desk coverage during all business hours.
 - Learn and manage you personal PTO leave balances.
 - Plan ahead and collaborate with the supervisor to assure backup employee coverage for your PTO/Paid time off leave.
- Learn and manage the Parking Permit procedure for new employees and new students who need permits for their cars
 - Track that parking permits are picked up by their owners.
- Monitor incoming and outgoing mail and packages.
 - Notify employees via email when packages arrive.



- Assist with data entry and other work approved by the supervisor to support department needs.
- Assists with clerical duties including copying, faxing, filing, etc.
- Other duties as assigned.

Qualifications

- Professional oral and written communication skills required.
- Proficiency with productivity software (i.e. Microsoft Word, Excel, PowerPoint) is essential.
- High level of customer service orientation.
- Ability to work within a fast paced, changing environment.
- Reliable, organized, and ability to multi-task.
- Ability to maintain confidentiality.
- High School Diploma required.
- Bi-lingual skills (English/Spanish) strongly preferred.
- Philosophically aligned with the mission and values of the College to engage and support our Catholic identity, practicing Roman Catholic preferred.
- Committed to diversity and serving a diverse population.
- Philosophically aligned with the mission and values of the College.
- Practicing Roman Catholic preferred or able to support Catholic identity.
 - For more information on Catholic identity please use the link <https://www.donnelly.edu/staff/careers> > Click "Questions" and review the article "Catholic Teaching on Special Issues of Concern"
- Must be able to pass a background check and complete VIRTUS Training through the Archdiocese of Kansas City in Kansas.

Annual Pay

- \$33,000-\$36,000 commensurate with experience

How to Apply

Please email the following to hr@donnelly.edu with your last name and the job title in the subject line.

- Cover Letter
 - How do you understand the Donnelly College mission and how would you contribute to it (see link below).
- Resume reflecting education and professional background
- Names and contact information of three professional references
- [Donnelly College's mission, vision, and value](#)