



THE NEW SCHOOL

Curiosity · Character · Community

Front Desk Receptionist

The New School seeks a Front Desk Receptionist to contribute to the success of the front desk and advancement office through management of data, reporting and administrative support in the reception area.

Duties/Responsibilities

- Act as the front line of communication for The New School
- Answer calls and directing to the appropriate personnel
- Process mail/deliveries and distribute to faculty/staff members
- Create and maintain family contact information within the school database
- Engage with visitor, students, and staff in a professional and positive manner
- Screen and log authorized persons picking up students
- Support the advancement office with administrative tasks by answering telephone calls, database maintenance, and scheduling school tours
- Provide coverage as needed for receptionist co-worker
- Process school store transactions and weekly inventory tracking
- Other duties as assigned

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Ability to work independently with sound judgment
- Proficiency working in Google platform

Qualifications:

- High school diploma required, Associate's degree or higher preferred
- Two years of relevant experience
- Database management experience
- Blackbaud experience a plus

How to apply:

Interested applicants should submit an application and a letter of interest, current resume, list of references online at www.thenewschool.org/about/career-opportunities .

The New School is an independent school that respects, embraces, and celebrates diversity in its curriculum, student body, and staff. The New School does not discriminate on the basis of race, religion, gender, gender identity or expression, sexual orientation, color, national or ethnic origin in the admission of students, in hiring, or in the administration of its educational program.