



Front Desk Associate Job Description

Washburn University Foundation is committed to building a community of support to continuously strengthen Washburn University and enhance the educational opportunities and experiences of our students. We build life-long partnerships with alumni and friends, and secure, invest, and steward private financial support.

Job Classification: Non-Exempt, Part-Time

Work Schedule: Mutually Determined, Example: Tuesday - Friday, normally between 10am - 3pm

Reporting Relationship: Executive Administrator and Team Lead

Primary Accountability:

The purpose of the Front Desk Associate is to greet visitors to the Foundation in person and by phone and oversee the front office and reception area. The Front Desk Associate is an integral part of enhancing the impression of the Foundation through efficient, courteous, and personalized service to the public, donors, and staff.

Who You Are:

Successful candidates are professional, detail oriented and enjoy working in a team environment. They are an experienced administrative professional that possess strong organizational skills, the ability to work in a fast-paced environment and provide excellent internal and external customer service. They will have knowledge of Microsoft products and a background in administrative and support work. They will possess a positive attitude and enjoy working collaboratively. They will utilize creative strategic thinking in their day-to-day work.

What you will bring to the team:

- High school or GED equivalent with two (2) years of business experience, preferably within a fundraising institution;
- Positive, friendly, professional attitude and a willingness to learn new skills;
- Excellent verbal communication skills;
- Demonstrated organizational skills;
- Proficient in Microsoft Office products
- Detailed and accurate record keeping is essential;
- Punctuality and dependability are vitally important;
- Ability to maintain confidentiality;
- Reliable and predictable attendance.

To apply: Please go to HR Partners at www.hrpartnersks.com and click on "Apply Now!" under "Jobs" to submit your resume, cover letter and three professional references.

**The Foundation does not discriminate in employment opportunities or practices on the basis of race, color, age, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, genetic information, military status or membership in other protected groups. This policy governs all aspects of employment, including but not limited to selection, job assignment, compensation, discipline, termination, and access to benefits and training.*