

Front Desk Greeter

Position Overview:

The Front Desk Greeter is the first point of contact for guests, students, and callers at the University of Valley Forge. This role requires a warm, professional, and welcoming presence to create a positive first impression for everyone who enters or contacts the university.

Key Responsibilities:

- Maintain a professional appearance and appropriate attire at all times.
- Greet all individuals with a warm and friendly “Hello,” “Good morning,” or “Good afternoon,” regardless of where they are entering from.
- Answer incoming phone calls promptly with the university’s standard greeting and assist or transfer callers to the appropriate department.
- Use the university phone directory to direct calls accurately and encourage voicemail if the intended recipient is unavailable.
- Interact with guests in a consistently positive, cheerful, and helpful manner.
- Welcome scheduled College for a Day (CFAD) visitors, direct them to restrooms and the Admissions Lounge, and notify admissions staff of their arrival.

Required Skills and Qualifications:

- Friendly, courteous, and professional demeanor
- Ability to recognize and respond to the needs of others
- Strong commitment to punctuality and reliability
- Willingness to go above and beyond basic responsibilities
- Familiarity with university departments and their functions (or willingness to learn)

Available Hours: Flexible hours. Primarily looking for availability from 11:00am-4:30pm.

Pay Rate: \$8.25

To apply please email KAWeaver@valleyforge.edu