



Counseling Center Receptionist

About Erskine College

The mission of Erskine College is to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.

Description

The Counseling Center Receptionist provides general administrative and clerical support to the Counseling Center. This position serves as a primary point of contact for individuals contacting or visiting the Center and assists with scheduling, communication, recordkeeping, and other day-to-day administrative functions.

Responsibilities

- Answer and direct incoming phone calls and respond to general inquiries.
- Schedule, confirm, reschedule, and cancel appointments as needed.
- Maintain appointment calendars and schedules for counselors and other Counseling Center staff.
- Greet individuals visiting the Counseling Center and provide general assistance in a professional and courteous manner.
- Communicate appointment information and general Center information as appropriate.
- Maintain organized and accurate administrative records and files.
- Assist with routine correspondence, forms, data entry, and other clerical tasks.
- Support counselors and Counseling Center staff with general administrative needs.
- Maintain confidentiality and handle sensitive information with discretion.
- Assist with maintaining an organized and welcoming reception and office area.
- Other duties as assigned.
- A personal relationship with Jesus Christ.
- Commitment to Erskine's vision, mission, and statement of faith.
- Willingness to offer spiritual support to students and staff.

Qualifications

- High school diploma or equivalent required.
- Strong organizational and time-management skills.
- Excellent verbal and written communication skills.
- Ability to interact professionally and courteously with students, employees, and visitors.
- Basic computer and office technology skills.
- Ability to manage multiple tasks and maintain attention to detail.
- Ability to maintain confidentiality and exercise appropriate discretion when handling sensitive information.

Application Process

- To ensure full consideration, interested candidates should complete the [online application](#). The online application includes a link to upload a letter of application, a resume, and a list of references.