



Position: Receptionist (Non-exempt 40 hours per week)

Reports to: Program Manager

Location: Mathematical Sciences Research Institute

17 Gauss Way
Berkeley, CA 94720-5070

Summary

The Mathematical Sciences Research Institute (MSRI) is one of the world's preeminent centers for research in the mathematical sciences and has been advancing knowledge through mathematical research since 1982. It is located near Grizzly Peak Boulevard, with spectacular views of San Francisco Bay and the UC Berkeley Campus.

MSRI brings foremost mathematical scientists from around the world to work together in an environment that promotes creativity and effective collaboration. Located in a place of great natural beauty overlooking the San Francisco Bay, the Institute hosts some 1,700 mathematicians each year, for stays of up to one academic year. The Institute works for inclusiveness, and has many programs designed to enhance the participation of women and under-represented minorities.

The Receptionist reports directly to the Program Manager and is the first administrative point of contact for all members and visitors to MSRI. They are responsible for creating a welcoming environment and enhancing our guest and scientific member experiences during their visits to MSRI. Additionally, they assist with various office responsibilities as part of the administrative team. The Receptionist position is essential to the operation of the Institute.

Job Duties and Responsibilities

- Perform office reception and phone switchboard duties
- Provide administrative support to members, workshop participants and staff
- Generate check-in materials, distribute office keys and update members' database files
- Attend to members requests and coordinate resolution with other staff as needed
- Collect member and visitor documents and reimbursement paperwork
- Assist visitors through the check out process: collecting keys, refunding key deposits and assuring that exit surveys have been completed.
- Schedule seminars and email information to members
- Make hotel reservations for guest speakers
- Upload video information into national database
- Prepare workshop materials such as badges, schedules, forms, posters etc.
- Perform other general office projects, as requested

Qualifications

- Associate or Bachelor's degree, or equivalency is preferred.
- Experience in day-to-day operations of a service organization; experience within an academic environment desirable.
- Foreign language knowledge desirable, but not a must.

Technical Skills:

- This position relies on strong computer skills, which include working with email, utilizing MS Office suite (Word, Excel), and Adobe Acrobat
- Some lifting, carrying, pushing, and/or pulling

Personal skills:

- Positive customer-service approach
- Strong written and verbal communication skills
- Good attention to detail
- Very organized, structured and efficient.
- Ability to multitask and prioritize tasks
- Ability to independently problem solve
- Accustomed to working as part of a team

COMPENSATION

\$17 - \$22 per hour. This is a full-time, non-exempt position with a competitive benefits package. Salary commensurate with experience.

This position is partially funded through a grant from the National Science Foundation (NSF)

APPLYING FOR THIS POSITION

Please submit your intention to apply by responding to this ad (via email) using the subject line **MSRI Receptionist** addressed to personnel@msri.org. Include as attachments (in MS Word or Adobe Acrobat file format), the following 4 items of information. Only complete applications will be considered.

- Cover letter
- Resume
- Three business references
- Date available