

	<b>REVISED</b>	<b>1/2020</b>
<b>TEMPORARY RECEPTIONIST/ ADMINISTRATIVE SPECIALIST I</b>		

**Essential Functions:** Responsible for a variety of communications and administrative tasks supporting LOTT's WET Science Center, including but not limited to:

- Serve as primary greeter and initial point of contact for visitors to LOTT's Regional Services Center and WET Science Center, assisting visitors with signing in and directing them to correct destination.
- Support WET Science Center visitors, offering scavenger hunt games and prizes, and interacting with visitors of all ages to facilitate a positive and welcoming experience in the science center.
- Answer and/or direct queries from the public and staff.
- Answer multi-line telephone system, route calls, accurately record messages, and ensure appropriate staff members receive messages and inquiries.
- Provide general support of the exhibit gallery such as stocking brochures and giveaways, tidying and cleaning exhibits, etc.
- Provide general administrative and clerical support such as proofreading, data entry, making copies, etc.
- Perform other duties as assigned.

Individuals in this position work in a science center environment that is often noisy and subject to frequent work interruptions. Working with children of all ages is a large part of this job. Work may require sitting for extended periods.

Individuals in this position are not employees of LOTT. LOTT contracts with Professional Temp Staffing Agency for this temporary position.

**Contacts:** This position has daily, frequent contact LOTT staff and the public, including children, families, and large visitor groups. Some contacts with the public may be difficult and require the individual to communicate with tact, clarity, and professionalism.

**Accountability:** Individuals in this position are accountable for punctual and reliable attendance, providing high quality customer service, and for the timely completion, accuracy, and quality of assigned tasks.

**Qualifications:**

- Welcoming, friendly demeanor
- Strong team player
- Strong communication skills for a variety of audiences
- Calm and flexible when facing changing conditions
- Punctual and reliable attendance
- Function well independently
- Ability to shift between tasks according to changing needs and priorities

- Proficiency with multi-line phones
- Proficiency in the Microsoft Office suite, including Outlook, Word, and Excel
- Ability to understand and follow verbal and written instructions
- Ability to interact positively and communicate educational messages with diverse individuals, using tact, patience, and courtesy to maintain effective public relations
- Contribute to a supportive, productive, and positive workplace

**Experience/Education:** High school graduation or equivalent required; experience performing customer service, reception, and administrative duties is preferred; experience working with the public and a variety of age groups desired; interest or background in science, water, or environmental education a plus.

**Schedule:** This position is a temporary, part-time position without an end date. The selected candidate will work shifts of 4-7 hours on Saturdays, with shifts occurring between the hours of 9:30 a.m. to 4:30 p.m., depending on program needs. In addition, LOTT maintains a pool of temporary receptionist/administrative specialists to fill other 4-8 hour shifts, scheduled as needed. If there is interest, this position is eligible for these intermittent shifts, which could occur between business hours of 8:00 a.m. to 5:00 p.m. on weekdays, depending on availability.

**To Apply:** Interested individuals must apply directly to Professional Temp Staffing Agency (PTSA). To apply, submit a resume by email as a Word document or PDF to [jobs@professionaltempstaffingagency.com](mailto:jobs@professionaltempstaffingagency.com). Please indicate specific interest in the LOTT/WET Science Center Receptionist/Administrative Specialist I position. PTSA will screen interested candidates and forward qualified individuals to LOTT for consideration.

Professional Temp Staffing Agency  
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