

COLORADO DEPARTMENT OF HIGHER EDUCATION

Receptionist

Receives visitors, answers incoming calls, takes messages, and routes calls and visitors to appropriate individual or department. Assists callers with financial aid questions regarding federal and state aid. Answers basic questions regarding College Opportunity Fund and Division of Private Occupational Schools (DPOS). Provides information on availability of specific degree programs to callers/visitors. Processes incoming and outgoing mail including sorting, logging, and distribution. Assist staff with administrative tasks as needed. Contacts and maintenance and repair people as needed. Manages Conference room schedules and maintains office supply inventory. Performs administrative work on special projects as requested.

Requirements

- Excellent customer relations skills.
- Proficient data entry and typing skills.
- Solid organizational skills and acute attention to detail.
- Proficient in Microsoft Office Products (Word, Excel, Outlook, Access) skills.
- Strong written and verbal communication skills with the ability to effectively communicate and interact with all levels of personnel and the general public.
- Knowledge of personal computer, scanner and digital copier/printer.
- High School diploma or equivalent and two years related experience.

Salary

\$30,000 annually

How to Apply:

Submit a cover letter and resume to: jobs@collegeinvest.org , fax to 303-296-1637 or mail to Department of Higher Education, Attention: Human Resources, 1560 Broadway Suite 1700 Denver, CO 80202.

The Department of Higher Education is and Equal Opportunity Employer.