

LINCOLN SCHOOL

P R O V I D E N C E

Morning Receptionist (Part-Time)

Polished and professional, Lincoln School's part-time receptionist will greet guests, answer phones and provide general administrative and clerical support as outlined below. Hours are Monday–Friday 7:00 a.m. - 12:30 p.m. on school days and school vacation weeks and every other week in the summer.

Lincoln School values working with a diverse faculty and staff and seeks applications from individuals who share our commitment to educating girls to fearlessly embrace the opportunities and responsibilities of full citizenship in a complex world: [Lincoln School's Statement on Diversity and Inclusion](#)

Responsibilities:

- Greet individuals entering the building (visitors, parents, students, vendors)
- Answer, screen, and forward phone calls while providing basic information as needed
- Receive, sort, and distribute mail and deliveries
- Maintain security by following procedures as they relate to logging visitors and managing the student sign in and out process
- Maintain attendance records for Middle and Upper School students
- Perform clerical duties as needed (faxes, mailings, data entry, etc.)
- Participate in required professional development opportunities

Required Skills:

- Self-starter with a positive attitude
- Model behavior that is professional, ethical, and responsible
- Embrace the mission, vision, and values of Lincoln School
<https://www.lincolnschool.org/a-lincoln-school-education/mission-statement>
- Proven experience adhering to security protocols
- Exceptional organizational and problem-solving skills
- High degree of accuracy and attention to detail
- Ability to make quick and accurate decisions, exuding a mature demeanor while multitasking in a deadline-oriented environment with accuracy and consistency
- Demonstrated ability working with diverse personalities
- Ability to work collaboratively with a team and as an independent contributor
- Ability to exercise good judgment and discretionary skills in determining when to act independently and when to consult Administration prior to taking action

Qualifications:

- High School Diploma or GED equivalent required
- 1-3 years of proven work experience as a receptionist, front office representative, or similar role
- Experience working in schools preferred
- Operational knowledge of general office machines and telephone systems
- Excellent phone etiquette and communication skills
- Oral and written fluency in Spanish preferred but not required
- Strong written, grammatical, presentation, and verbal communication skills
- Demonstrated ability in utilizing computer software, such as the Google Suite or the Microsoft Office Suite
- Proven ability to work collaboratively and flexibly with a diverse team of teachers and administrators

How to Apply:

Interested candidates should send a resume, cover letter, and a list of 3-5 references to Julie Stafford, Human Resources Manager at jstafford@lincolnschool.org. Lincoln School is committed to building an equitable and inclusive educational community. Applicants are requested to address in their cover letter how they will work with us to further this goal.

For more information on Lincoln School, visit our website at www.lincolnschool.org.

Lincoln School is an Equal Opportunity/Affirmative Action Employer. Members of groups historically underrepresented in independent schools are strongly encouraged to apply.