

Job Title: Receptionist

Job #: 901559

Job Rate: 11.75

Job Available to: Undergraduate and Graduate

Current Supervisor: Agnew, Brian

Phone Number: 617-353-7661

Email: bagnew@bu.edu

Job Description:

Employee will answer and direct phone calls. He/she will direct building guests to appropriate locations and also provide tours of the building for students, families and guests when requested. Employee will also provide administrative assistance to staff via filing, data input and light cleanup in the building. Employees working the last shift of the day will be required to close the building.

Boston University Hillel

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