



ETON ACADEMY
1755 E. Melton Road, Birmingham MI 48009

**Job Posting for
Welcome Center Monitor**

Eton's Mission

Eton Academy educates students with reading, attention and other learning challenges – building academic skills and self-confidence in an accepting and supportive environment.

Job Summary

The Welcome Center Monitor's duties are centered on ensuring guests are welcomed immediately and positively and provided with accurate information and/or direction. The Welcome Center desk must be staffed at all times.

Work Schedule

Part-time: 3:30 p.m. to 7:00 p.m. Monday through Friday

Compensation

\$10.00 per hour; no benefits

Essential Functions

- Serving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately upon arrival
- Providing basic and accurate information
- Ensuring reception area is tidy and presentable
- Receiving deliveries
- Maintaining building security by following safety procedures and monitoring security camera system
- As needed, assists with projects

Competencies

- Customer service approach and collaborative spirit
- Professional attitude and appearance
- Solid verbal communication skills

Work Environment

This job is performed in a professional office environment.

Eton Academy advocates and values diversity in all of our programs and employment. Visit our website at www.etonacademy.org to learn more about our school located in Birmingham, Michigan.

How to Apply:

Please forward your resume and cover letter via email to: whagerty@etonacademy.org

Must be able to pass a background check to the satisfaction of the School.

Eton Academy is an Equal Opportunity Employer.