



Full Sail University



Job Overview

Company: Full Sail University
Pay: Open
Job Title: Receptionist
Job Type: Permanent
Category: Administrative, Customer Service, Education / Training
Location: Winter Park,

Company Overview

Full Sail University is an award-winning educational leader for those pursuing careers in the entertainment and media industry. Founded in 1979, Full Sail has been recognized as one of the Top Five Game Degree Programs by Electronic Gaming Monthly, one of the Best Music Programs by Rolling Stone Magazine, and one of the Best Film Programs by UNleashed Magazine. In 2011, Full Sail received the 21st Century Best Practices in Distance Learning Award from the United States Distance Learning Association, was named the School/College of the Year by the Florida Association of Postsecondary Schools and Colleges, and was recognized as one of the Top 100 Social Media Colleges by Studentadvisor.com.

Full Sail University is home to more than 17,000 students from all 50 U.S. states and 73 countries. Full Sail offers 44 Master, Bachelor, and Associate campus and online degree programs in areas related to animation, art, business, education, graphic design, film, marketing, web development, music, recording arts, sports, and video games. Full Sail graduate credits include work on OSCAR, Emmy, GRAMMY,

on: Florida

ADDY, MTV Video Music Award, and Spike Video Game Award nominated and winning projects. Thank you for your interest and time.

-- Full Sail University is an equal-opportunity employer.

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Receptionist

Responsibilities: Customer Service entry-level position. The main responsibilities of the receptionist will be to answer incoming calls to Full Sail University while assisting all guests visiting our Campus.

Requirements: Employee must be available to work a flexible 40-hour week Sunday thru Saturday. It is essential all receptionists possess the ability to handle high incoming call volume with efficiency and accuracy. The position requires staff members who are dependable and exhibit a strong work ethic.

Education/Training: Bachelor's degree preferred but not required. Administrative/ Clerical/ Reception experience required.

Skills Needed: Excellent communication skills are a must (both verbal and written). Basic computer skills are needed including knowledge of Microsoft Office tools. Typing skills should be between 35-40 WPM. Multi tasking skills are a must for this position since all receptionists are required to answer phones, while navigating through computer applications, as well as greeting and assisting guests (almost simultaneously).



