



Position: Administrative Assistant

Hours: 12 mos. per year 7:30 a.m. – 4:00 p.m., M-F
Hours and days could vary based on school calendar

Responsible to: Director of Business Operations

General Responsibilities:

Provides administrative support to the office staff, with a priority as the front office point person and receptionist. Provides administrative management of the field trip processes and procedures for the school. Provides backup for facility matters. Also provides support to other office staff on an as needed basis.

Specific Responsibilities:

- Open office each morning and provide support for arriving substitute teachers.
- Function as the main point-of-contact to receive the general public and staff in the front office.
- Manage processes and procedures for all field trips engaged in by the school.
- Provide general office support for the operations of the school.
- Organize and maintain records and files.
- Make copies for faculty.
- Other duties as assigned by Director of Business Operations.

Desired Qualifications:

- Familiar working knowledge of Microsoft Office Word, Excel, Power Point
- Ability to lift moderately heavy boxes
- Energetic and outgoing personality
- Ability to work on a team and quickly transition between tasks
- Multi-line phone mastery
- Ability to climb stairs
- Ability to lift 15-20 pound boxes