



Academic Administrative Assistant

Position Description: The Administrative Assistant provides assistance and support to the academic team, administrative team and school board to assure effective and efficient operations. As an Administrative Assistant you will be expected to act as part of the administrative team and as such your job role may occasionally require you to help others complete their duties.

Summary: The Administrative Assistant is responsible for processing and maintenance of confidential and non-confidential correspondence. The Administrative Assistant assists with the maintenance of records and filing of reports and ensures absolute confidentiality of information, files and records. Performs administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, emails, receiving and directing visitors, word processing, creating spreadsheets and presentations, along with filing.

ESSENTIAL JOB FUNCTIONS:

1. Performs general office duties, including but not limited to telephone/e-mail, intercom message systems, mailing duties, receptionist duties, preparation/editing of correspondence/reports, scheduling, general filing, photocopying, testing schedules, and monthly reports. Meet and interact with parents and school staff members and students in routine situations which discretion and courtesy
2. Uses computer/technology skills, including but not limited to using the Internet, accessing databases, spreadsheet design, desktop publishing, and creation of various forms
3. Maintains the organization and the general record keeping of the office, including but not limited to inventories (supplies, books, etc.)
4. Participates in school activities as per supervisor request, including but not limited to new student registration, organizing packets for orientation, and coordinating participation in school and out of school events
5. Maintains confidentiality concerning school population information
6. Coordinates assigned projects and/or activities (e.g. parent teacher conferences, travel requirements, testing schedules, report card mailings, events, etc.) for the purpose of

completing activities, managing building usage, and/or delivering services in a timely fashion

7. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit
8. Assists with school fundraising activities. Maintains filing system for written and electronic documents
9. Communicates school policies and enforcement procedures to students, personnel, and visitors
10. Maintains complete, accurate, and legible records related to assigned activities.
11. Assist with all other duties as assigned by supervisor

Minimum Requirements:

- Three to five years experience in an administrative assistant capacity
- Child Abuse, State Police, and FBI Fingerprint Clearances (Current within the last year)
- Proficient with Microsoft Office (Word, Excel and Powerpoint) and Googledocs
- Ability to multitask
- Experience in data entry
- Customer service driven
- Ability to maintain a professional and positive attitude in a dynamic team environment
- Associate's Degree Preferred

Reports to: Principal/CAO

Full time: 12 months