

## **Upper School Administrative Assistant**

The US Administrative Assistant provides assistance and support to assure the effective and efficient operation of the Upper School. The Administrative Assistant is responsible for the processing and maintenance of confidential and non-confidential correspondence of the US Head. The Administrative Assistant assists with the maintenance of records and filing of reports and ensures absolute confidentiality of information, files and records.

**QUALIFICATIONS:** Bachelor's Degree is preferred and a 3-5 years experience performing, at a high level, the duties and responsibilities associated with this position. Must possess strong organizational, problem solving, and computer application skills.

**REPORTS TO:** Upper School Head

### **DUTIES AND RESPONSIBILITIES:**

- Maintain Division Head's schedule
- Maintain appropriate relationships notifying the division head of any issues of concern.
- Arrange for substitute coverage for absent teachers
- Assist Division Head with day to day operations
- Assist in arranging parent/teacher conferences (Senior Systems)
- Undertake independent projects
- Maintain daily attendance in Senior Systems, daily news and US Parent and faculty/staff dashboards
- Maintain current student records and files (hard copy and Senior Systems)
- Maintain US database (Senior Systems)
- Coordinate requests for school records from/to families, schools and other governing bodies
- Coordinate divisional meetings
- Produce and distribute minutes from divisional meetings
- Coordinate, proofread and edit report cards and faculty/student schedules (in Senior Systems)
- Oversee/involvement of divisional publications
- Update and preparation of division specific information: handbook, directory, calendars, etc.
- Coordinate Senior Commencement event in June: invitations, venue, senior dinner, Baccalaureate, prom arrangements
- Coordinate 10<sup>th</sup> grade family meetings with the Head's Office
- Coordinate meeting with all seniors and Head of School with the Head's Office

- Distribute transportation passes, work permit information, and US PSAT and SAT test information
- Assist college office with mailing materials
- Answer phones
- Serve as liaison to parent/guardian body
- Get messages to students and faculty
- Greet visitors
- Order supplies or provide guidance for faculty ordering supplies
- Maintain space and serve as liaison to maintenance dept
- Serve as liaison to cafeteria for division events and/or snack ordering
- Maintain supply of forms for faculty use
- Photocopy petty cash, check requests, sub time-sheets, and end of year orders and submit to the business office
- Firedrill sweeper
- General clerical: type, file, copy and distribution of mail/memo's
- Show professional conduct in all his/her interactions with school constituents – students, faculty, staff, alums and parent/guardians.
- Support the mission of the school.

SEND RESUME AND COVER LETTER TO [usadminassistantposition@brooklynfriends.org](mailto:usadminassistantposition@brooklynfriends.org)