



A PRIVATE SCHOOL FOR GIRLS K-8

## **Position Description: Administrative Assistant**

**Position Title:** Administrative Assistant

**Reports to:** Head of School

**Exempt/Non-exempt:** Non-Exempt

**Schedule:** 12-Month Employee

### **THE SCHOOL:**

The Girls' School of Austin is a private K-8 school of 150 students in the historic Tarrytown district of Austin. The GSA brings together a diverse student body with a strong emphasis on creativity, community building, collaboration, and problem solving. Classes in Spanish and the visual and performing arts enrich the strong academic program. Significant use is made of the artistic and natural resources in Austin and the surrounding area.

### **JOB SUMMARY**

The administrative assistant provides a welcoming and inclusive atmosphere in the front office of the school from 7:30AM-3:30PM. As the first person most community members and visitors will encounter when they arrive on campus, it is essential that this person be mission-centered as well as warm, friendly, and practical. In addition, the administrative assistant must have excellent oral and written skills in English and the ability to communicate clearly with diverse constituents. Flexibility and the ability to prioritize and juggle multiple demands are essential. The demands of the role can be hectic and simultaneous, with many interruptions; therefore, patience and level-headedness are key qualities for the successful candidate.

### **JOB RESPONSIBILITIES**

The primary responsibilities of the administrative assistant are to provide administrative support to school staff in a professional, confidential and organized manner: monitoring, routing and drafting of electronic and print communication, managing incoming telephone calls, filing, copying, and welcoming visitors.

In addition, the administrative assistant will:

- Work collaboratively with other staff to maintain student, family, and faculty records and databases.
  - Prepare the parent directory and update listservs.

- Collect and maintain student registration and health documents.
- Maintain attendance records and follow up on student absences.
- Prepare, print, and mail student reports, report cards, and transcripts.
- Process incoming and outgoing mail and deliveries, including the *info@thegirlsschool.org* email account.
- Coordinate auxiliary programs: after care and after school programs and summer programs, including lining up offerings and vendors, scheduling, billing, registration, rosters, and staffing.
- Coordinate the lunch ordering system, including working with vendors, reconciling billing, sorting and distributing lunches, etc.
- Order, receive, and distribute office supplies, and restock supply room as necessary.
- Order, receive and distribute program-specific supplies (planners, t-shirts, etc.)
- Arrange for substitutes or class coverage for faculty members who are out for the day or who need to miss classes for other obligations.
- Act as liaison to the facilities manager and IT contractor to communicate requests and needs from faculty and staff accurately and efficiently.
- Coordinate use and upkeep of campus facilities (MUB, Lisa's House, etc.) and bus to ensure readiness and avoid conflicts.
- Process payments, receipts, and invoices efficiently and accurately.
- Organize and schedule picture days as well as student vision and hearing exams.
- Help with arrival and dismissal as needed.
- Administer basic first aid.
- Maintain electronic and hard copy files for correspondence, reports, reference material, and retrieve filed material as requested.
- Perform other administrative tasks as needed.

## **QUALIFICATIONS:**

### Education

- Must be 18 years old or older.
- High school diploma or equivalent

### Preferred Experience

- 2-4 years experience as an administrative assistant
- Prior experience working in a school setting

### Knowledge, Skills, and Abilities

- An appreciation and respect for young people as learners and people, through challenging and joyful moments alike
- Outstanding interpersonal skills, including the ability to communicate and collaborate effectively with people from diverse lived experiences and identities
- Dedication to an exceptional level of confidentiality
- Exceptionally capable in both written and oral communication in English
- Bilingualism in English and Spanish is a plus

- Excellent organizational skills while still exhibiting a high degree of flexibility
- Thoughtful approach to problem solving
- Technologically savvy (Windows and Apple OS, Microsoft Office, cloud computing (Google Suite, etc.), and other productivity and media software)
- Able to make quick decisions and prioritize tasks
- Available to support some events on evenings and weekends
- Passionate about the mission and vision of the school
- Warm and personable with a good sense of humor and considerable patience
- Enthusiastic about working in an academic atmosphere

We encourage applications from people of color, LGBTQ+ candidates, or candidates from communities that are historically underrepresented in independent schools.

### **SUPERVISION EXERCISED**

None

### **SUPERVISION RECEIVED**

- Reports to the Head of School.
- Work is also guided by the Executive Assistant to the Head of School.
- Also frequently responds to requests from faculty, staff, parents, and other members of the GSA community.

### **PHYSICAL DEMANDS**

The ideal candidate must be able to complete all physical requirements of the job with or without reasonable accommodation. Work is generally performed in a standard school office environment.

- Work full-time in person and maintain regular and predictable attendance
- Ability to move throughout the campus during all weather conditions
- Ability to lift as much as 30 pounds

### **HOW TO APPLY**

Please submit a resume and cover letter to [jobs@thegirlsschool.org](mailto:jobs@thegirlsschool.org)

Cover letters may be addressed to:

Ms. Rebecca E. Yacono

Head of School