



Growth. Values. For Life.

JOB DESCRIPTION

JOB TITLE: Administrative Assistant to the Upper School Principal

DEPARTMENT: Upper School

GENERAL DUTIES: Daily operation of the Middle/Upper School Office to assist the Upper School Principal in maintaining a professional office atmosphere.

REPORTS TO: Upper School Principal

SPECIFIC DUTIES:

- Assist the Upper School Principal in maintaining written and computerized calendars
- Serve as a liaison between Upper School Principal and faculty, students, & parents
- Prepare all Upper School and Middle School substitutes, including attendance reports, timekeeping, etc.
- Work closely with the Middle School Principal, Admissions department, and all other administrative offices as needed
- Compile information and prepare Middle School/Upper School mailings
- Collaborate with the Upper School Principal to create, coordinate, organize, prepare, and distribute weekly electronic newsletter to parents, faculty, and staff
- Work on special mailings at the direction of the Upper School Principal along with the Middle School/Upper School Counseling/Registrar & Upper School Administrative Assistant
- Coordinate Baccalaureate and Graduation events by partnering with the Advancement department, the Upper School Counseling department, the Senior class moderator and the Dean of Students
- Work as a liaison between the Upper School Principal and faculty, students and parents

Administrative

- Maintain the organization and the general record keeping of the office
- Work closely with the Business Office involving check requests, money, and purchase orders
- Prepare all school reports as directed by the Upper School Principal including Diocesan and State Reports
- Assist with fire drills
- Order and distribute supplies
- Assist Upper School Principal with weekly schedule
- Facilitate summer communications between students and parents and 10-month Upper School administrative team members
- Perform other duties as assigned

WORK ETHIC:

- Maintain confidentiality at all times regarding the Ursuline community
- Contribute by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and Ursuline's founder, St. Angela Merici
- Attend all meetings and have a willingness to perform all other duties as assigned
- Respect, cooperate, and maintain a positive attitude with colleagues (faculty and staff), students, parents, and alumnae

QUALIFICATIONS:

- High school diploma with at least 2-4 years of experience in a school atmosphere
- Strong written and oral communication skills.
- Strong technology skills with the ability to navigate platforms such as Microsoft Office, Google Suite, etc.
- Ability to multitask in a busy office environment
- Ability to perform a variety of complex clerical and secretarial tasks involving the use of independent judgment
- Ability to work independently to complete tasks in a timely fashion without reminders or oversight
- Possess a positive, professional, and collaborative work style

PHYSICAL DEMANDS:

While performing the duties of this job the employee is regularly required to sit, use hands, fingers, talk, hear, handle, and or use objects. The employee is required to reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. Specific vision ability required by this job include close and distance vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and or move up to 25 pounds.

WORK ENVIRONMENT:

The noise level in the work environment is moderate to high. The employee may be exposed to moving equipment, toxic fumes, chemicals, and infectious diseases. While performing the duties of this job, the employee occasionally works in outside weather conditions exposed to extreme cold and or extreme heat.

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