

Administrative Assistant - Front Office

Mount Alvernia Academy, a Franciscan Catholic School (Coed Preschool – Sixth Grade) is seeking an Administrative Assistant for the School Office. This is a full-time, year-round position from 8 am - 4 pm, (with a reduced summer schedule).

Job responsibilities include (but are not limited to):

- Supports a warm and inviting atmosphere for children and their families
- Performs administrative assignments with minimal direction:
 - Answers incoming telephone calls and emails
 - Monitors students & visitors signing in and out of school
 - Provides clerical support for the Middle School Admission Process
 - Coordinates office equipment vendor support
 - Orders and maintains an inventory of books, supplies, and materials
 - Works collaboratively with cleaning vendor to ensure a safe, clean, and welcoming environment
- Records daily student attendance and dismissal information for Preschool - Sixth Grade
- Coordinates with School Nurse
- Supports the Business Manager with QuickBooks, Excel, and other software applications as needed
- Supports the school community through the use of the School's Student Information System, FACTS SIS
- Other duties as assigned by the Principal.

Skills and competencies:

- Administrative support experience, ideally in an educational setting
- Excellent interpersonal and relationship-building skills
- Ability to cultivate strong, collaborative relationships internally and externally
- Excellent problem-solving skills
- Proficiency in Google environment as well as Microsoft Word and Excel
- Excellent organizational skills
- Ability to handle confidential information and act with discretion
- Ability to use independent judgment in performing the responsibilities of the position

Mount Alvernia Academy does not discriminate in employment opportunities or practices (consistent with those religious exemptions provided in statutory and constitutional law) on the basis of race, color, religion, sex, national origin, age, disability or any other characteristic protected by the law.

Interested candidates should send a resume and cover letter to Barbara McLaughlin,
Business Manager at employment@maa.school.