

YORK ADAMS ACADEMY – JOB DESCRIPTION

TITLE: Administrative Assistant to the Director

CONTRACT: Annual

TERM: 200 Days (7 hours per day)

EMPLOYEE STATUS:

This is a full-time, clerical position.

ROLE RELATIONSHIP:

This position will report to the Director. This position does not include supervision of any other employee. The primary function is to provide direct clerical services to the staff and school administration.

DUTIES AND RESPONSIBILITIES:

1. Maintain student, staff and school records
2. Prepare, file and distribute written communications as requested
3. Serve as a receptionist to prospective and current students and guests
4. Screen incoming phone calls/voice mail and direct to the appropriate individual, or send requested documents to the caller
5. Process student transcripts
6. Responsible for submitting maintenance and technology work orders
7. Maintain a supply of Student Handbooks, applications, profiles, brochures, etc.
8. Distribute mail/fax appropriately
9. Prepare purchase orders and invoices for payment. Verify information on invoice, secure appropriate signatures, make a copy, and file for reference. Forward purchase orders and invoices to the Business Manager in a timely manner to comply with payment due date
10. Assist with the preparation, processing, and distribution of student applications
11. Assist with/and attend commencement exercises
12. Responsible for coordinating maintenance of copiers and fax machine
13. Maintain a high level of ethical behavior and confidentiality
14. Participate in staff meetings and in-service training programs, as assigned by the Director
15. Perform other services as assigned by the Director, related to clerical support and public relations

QUALIFICATIONS:

1. High school graduate
2. Proficient in Microsoft Office and experience working in an office setting, preferably in an educational environment

3. Strong interpersonal and communication skills necessary to provide quality clerical services for the staff and administration

PAY SCALE/BENEFITS:

Established hourly rate, medical reimbursement allotted to full-time employees, ten sick days, and three personal days per year.

Interested individuals should submit the following by mail: Cover Letter, Resume, Pennsylvania PA Criminal, PA Child Abuse and FBI Fingerprint History Background Clearances (less than one-year-old) and three letters of recommendation to:

Christopher Fultz
Director
Suite 500
300 East 7th Avenue
York, PA 17404

Or

Email to: cfultz@yorkadamsacademy.org