



Administrative Assistant

Job Description

Office Hours: 7:45 AM to 3:45 PM

Job Responsibilities:

Website Maintenance

1. Update website pages as needed
 - a. Prospective Student & Parent Opportunities
 - b. New Student Application/Lottery/Registration/Enrollment
 - c. Lottery Results
 - d. Staff links
 - e. Summer Assignments
 - f. Event pages
 - g. Board Meeting Information/Agendas/Minutes
2. Upload forms and content as information is updated and/or created
3. Add pages as needed
4. Reorganize menus as needed

Internal Student Services Operations/Office Needs

1. Be responsible for communicating with all students and staff present in Student Services at all times
2. Perform general office duties: answer telephones, take messages, check and maintain Student Services' email, initiate calls, file, type, copy, as needed.
3. Assists Student Services Department and students as needed
4. Enter and maintain student Community Service Hours
5. Help coordinate College Rep visits
6. **PowerSchool** - enter community service hours, locate information requested by staff, and print rosters as needed
Updating data as directed

Admissions: New Student Application/Lottery/Registration/Enrollment

1. Administrator of application/lottery system: SchoolMint (moving to Scribbles for 24-25)
 - a. Prep and maintain auto reply emails, forms and waitlist offers
2. Answer email inquiries about application/enrollment
3. Keep deadlines while working from waitlist
4. Assist Dean of Students with organizing lottery and coordinating the execution of the lottery
5. Create files for new students
6. Collect registration documents
7. Submit records requests for new students as needed
8. Update administration of data regarding applications/acceptances

Other duties as assigned by the Head of School.