

## JOB DESCRIPTION

**Position Title:** Administrative Assistant - Admissions & Development Office

**FLSA:** EXEMPT

**12 MONTH**

**Posting Date:** May 30, 2023

**Start Date:** July 1, 2023

**Closing Date:** June 30, 2023

**Primary Role:** The Administrative Assistant supports the work of the Director of Admissions and the Office of Development. The position provides a welcoming and inclusive atmosphere for prospective families and potential donors. The Administrative Assistant must have excellent oral and written communication skills with the ability to communicate for clarity and an understanding of an all-girls school that celebrates both empowering our students and our faith-based roots. The successful Administrative Assistant can handle multiple priorities, remain flexible and courteous, demonstrate careful attention to detail, take initiative, maintain regular attendance, be punctual, and dependable. The individual provides administrative support to various functions of the school using a variety of computer systems and handles daily work pressures requiring constant concentration to a high volume of clerical work which must be completed within a limited time period. This position additionally supports the planning, preparation and implementation of special events, partnerships and initiatives. This professional must be able to successfully perform the essential duties and responsibilities in an environment with constant interruptions. This is a 12-month position (limited summer schedule) reporting to the Director of Admissions.

### Key Accountabilities:

- Keeps the calendar for the Director of Admissions
  - Creates and sends correspondence on behalf of the Office of Admissions and the Development Office.
  - Coordinates special events, such as Open House, and Admitted Students Day.
  - Attends school events on an occasional night or weekend.
  - Communicates clearly and enthusiastically with staff and prospective students and families.
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- Performs other duties as required.

### Education:

- A college degree and/or relevant work experience

### Years of Relevant Experience

- 3+ years experience

### Types of Experience

- A professional supportive manner when working with all constituents

### Certifications & Licenses:

N/A

### Skills / Knowledge:

- An understanding and appreciation of working in an all-girls environment
- An understanding and appreciation of the mission of OLMA
- A detail-oriented approach to work with the ability to be flexible in terms of shifting priorities throughout the work day.

<b>Competencies:</b>	<ul style="list-style-type: none"> <li>• Fluency in technology and the ability to learn and adapt to new technologies</li> <li>• Fluency in the Google platform (sheets, docs, slides etc.)</li> </ul>
<b>Work Environment:</b>	We are particularly interested in hearing from qualified candidates who want to work in a school that emphasizes the full development of each individual and service to others.
<b>Travel Requirements:</b>	Minimal
<b>Key Interfaces/ Relationships:</b>	Director of Admissions, Leadership Team, faculty and office staff.
<b>Other:</b>	Please note: This job description is not designed to cover or contain a comprehensive list of all activities or duties required to meet the standards of the OLMA community.
<b>Position Reports to:</b> Director of Admissions	
<b>To Apply:</b>  Please email a cover letter and resume to Brooke Coyle, Head of School, at <a href="mailto:communications@olmanj.org">communications@olmanj.org</a>	