



## **Administrative Assistant Job Description**

**Job Title:** Administrative Assistant  
**Reports To:** Office Manager  
**Prepared Date:** 6/2019

### **Position Overview:**

The Administrative Assistant will assist the Office Manager in helping to conduct the daily operations of the school.

### **Hours:**

The Administrative Assistant will work from 8:00 am to 4:00 pm on days when school is in session.

### **Responsibilities:**

The duties and responsibilities of the Administrative Assistant will vary widely and include such tasks as: attending to the needs of students, greeting and receiving school families and guests, receiving phone calls, distributing school mail, preparing printed materials, filing student records, scheduling appointments and events, maintaining calendars, etc.

The Office Administrator will report directly to the Office Manager but will work closely with the administrative team as many volunteer parents who love the school and are eager to see it flourish in the days to come.

### **Qualifications:**

The successful candidate will possess:

- 1) Effective interpersonal skills including the ability to interface with the extended school community with grace, compassion, and flexibility
- 2) The ability to collaborate successfully with faculty and staff
- 3) Strong written and oral communication skills

- 4) Refined organizational and time-management skills, including the ability to manage competing demands
- 5) Initiative and attention to detail
- 6) Flexibility and the ability to remain composed when confronted with competing demands
- 7) Discretion in maintaining confidentiality of records and information
- 8) A resonance with Covenant's mission, philosophy of education, and organizational culture
- 9) A vibrant Christian faith

Interested candidates should submit a cover letter and resume to Dr. Tom Stoner, Head of School, at: [tstoner@covenantclassicalschool.org](mailto:tstoner@covenantclassicalschool.org). For more information about Covenant Classical School, please visit our website at [covenantclassicalschool.org](http://covenantclassicalschool.org).