

## **Administrative Assistant**

The Administrative Assistant reports directly to the Head of School and represents the school as a primary point of contact to the public for tours and the enrollment process, as well as a primary point of communication for enrolled families. The Administrative Assistant must be able to exercise discretion and independent judgment, maintain confidentiality, and a friendly disposition in all interactions with staff and the public. Primary duties are as follows; additional duties may be assigned.

### **A. Communications**

1. Maintains and updates undercroft.org
2. Maintains school calendar (hard copy for distribution to parents), and UMS web calendar
3. Assists with creation of flyers and other promotional materials
4. Produces school information and application packet, updated annually w/tuition
5. Accepts reservations for tours and maintains record in Outlook calendar
6. Assists with preparation and mailing of Student Information packet
7. Generates email lists, directories and labels as needed
8. Sends weekly community wide email 'weekly reminders' and links to web posts for each school event
9. Substitutes as Receptionist during absences

### **B. Coordination and Organization of Information and Records**

1. Receives and processes new student applications, acceptance letters and tuition contracts for school year and summer sessions
2. Prepares February contract packets for returning families and summer information packets for enrolled families starting school in fall
3. Schedules interviews, tours, class observations
4. Posts field trips to calendar, schedules vehicles, generates field trip permission slips and distributes to requesting guide, receipts monies
5. Updates student, parent, staff and alumni information in database, and maintains centralized student files (can pass ready-to-file items to receptionist).
6. Maintains email distribution lists by classroom, enrollment and staff
7. Generates student, staff and class directories and staff contact card
8. Maintains current, detailed class list by guide
9. Prepares enrollment report for monthly Board of Directors' meetings
10. Coordinates substitute training and applications
11. Maintains UMS organizational chart
12. Assist with coordination of schedule for yearly school pictures
13. Maintains and updates Blackboard Connect system and data
14. Receives and receipts monies for tuition, field trips, contract deposits and fundraisers. Compiles each deposit grouping and prepares it for Remote Corporate Capture check deposits. Deposits cash directly to BOK, and forwards each grouping to Receptionist for review before deposit.
15. Receives complete, signed accounts payable checks for mailing/distribution.
16. Maintains and updates 'Staff' and Nancy's Outlook calendar
17. Coordinates phone extension assignments and new email addresses with IT provider and Head of School