

## The Gregory School - Administrative Assistant Position

Position/Title	Administrative Assistant
Reports To	Director of Admissions, Dean of Faculty and Academic Programming
Job Overview	In alignment with the collaborative nature of The Gregory School, this position will serve as a member of our administrative support staff. The position directly supports the admissions department and Dean of Faculty. The successful candidate is eager to join a community where professionalism is valued.
Key Tasks and Responsibilities	<ul style="list-style-type: none"> <li>● Maintain accurate and up-to-date information on prospective students throughout the admission process</li> <li>● Collate, assemble, and track student application files and materials</li> <li>● Assist in coordinating group and individual admission testing</li> <li>● Provide support for select school events, and faculty professional development activities</li> <li>● Organize substitute coordination and scheduling</li> <li>● Assist in database management</li> <li>● Perform administrative duties such as scheduling and calendar management</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>● Team player with the ability to adapt to the day-to-day changing school environment</li> <li>● Expertise in Microsoft Office, and Google Suite</li> <li>● Attention to detail and organization</li> <li>● Willingness to learn new database management systems</li> <li>● Relative experience preferred, but not required</li> </ul>