JOB POSTING: Student Affairs Administrative Assistant

Dana Hall School seeks candidates for the position of Student Affairs Administrative Assistant. The individual in this position will be accountable for:

• managing the day-to-day Student Affairs Office needs and processes in order to maintain an efficient office environment
• supporting the daily work of the Upper School Dean of Students, Associate Dean of Students, and Dean of Residential Life/International Student Advisor
• serving as the main initial contact for the Student Affairs Office, providing support to students, faculty, parents, and others, as well as monitoring and responding, as appropriate, to communication directed to the Student Affairs Office
• overseeing systems and processes for daily Upper School student attendance to ensure accurate and effective management of attendance data
• providing general Student Affairs Office support including: managing office calendars, printing, filing, collating, labeling and stuffing envelopes, maintaining lists, placing phone calls, sending emails, sending regular mailings, scheduling meetings with students, and submitting special function and work orders
• other duties as assigned and necessary

Candidates must have: a minimum of three years of administrative experience; a college degree is preferred; technology skills including Microsoft Office and Apple platforms, as well as Google Apps. Experience with Blackbaud, Filemaker, as well as with Canvas or similar platforms is preferred.

Successful candidates will be organized, professional, self-motivated, detail-oriented, warm, creative, and productive, as well as have a strong work ethic and an ability to work effectively in an active school environment. Individuals should have strong communication skills and an ability to work collaboratively and independently, as well as possess superior time-management skills with an ability to manage many tasks and projects simultaneously. In addition, candidates must enjoy working with adolescents in support of their education.

This is a 12-month, full-time, hourly, non-exempt position with a starting in January and reporting to the Upper School Dean of Students. Hours are 7:30 a.m. - 4:00 p.m. from Monday - Friday, depending on the needs of the office.

Dana Hall seeks candidates who will contribute to and are committed to diversity and multicultural educational practices.

To apply: https://www.danahall.org/about/job-opportunities