Trinity Hall seeks an Administrative Assistant for the 2022 - 2023 academic year.

Trinity Hall is an independent, all-girls school that educates and empowers young women in the Catholic tradition through an innovative college preparatory program grounded in our four core values of leadership, respect, perseverance, and faith. Trinity Hall prepares each student to achieve her full potential as she embraces her place in the world.

The Role: The school administrative assistant supports the effective operation of Trinity Hall across all aspects of school life, including: academics, student life, admissions, advancement, etc. In service to students, faculty, and families the school administrative assistant is often the first point of school contact for all constituencies, internal and external, and responds to questions that arise during the school day. The administrative support is knowledgeable about the daily operations of the school and responds to questions or redirects questions. S/he helps plan and execute a variety of school events and experiences -- and is physically and organizationally at the center of daily school life. The administrative assistant reports to the School Manager.

Responsibilities:

- Monitor the school’s main phone lines, answering questions, taking messages, forwarding queries, etc.
- Support the Registrar in maintaining accurate record keeping related to student attendance.
- Maintain accurate records and support special school programming (e.g., permission form collection, annual photos, Back to School Night preparation, conference scheduling, awards ceremonies, Graduation, etc.).
- Represent Trinity Hall to prospective families and guests of the school during informal visits and formal events (e.g., Open House, Accepted Students Day, campus visits), etc.
- Ensure smooth school operations through presence at weekly facilities planning meetings and effective communication across the school.
- Coordinate the school lunch program.
- Accept mail and deliveries to campus.
- Assist with staffing coverage needs for teachers as needed.

Successful candidates should have:

- Associates or Bachelor’s degree
- Exceptional technological fluency (e.g., MS Word, Excel, and Google applications).
- Previous experience supporting data management/school information systems
- Outstanding organizational and task management skills
- Patience, superb interpersonal skills, and the ability to communicate clearly, professionally, and proactively in person and over the phone
- Flexibility, good humor, and respect for teenage girls and their educators
- Willingness to work closely with colleagues and students in a dynamic, collaborative setting

To Apply

Candidates should electronically submit a letter of interest, a resume with three to five references, and a completed employment application to admin@trinityhallnj.org indicating Administrative Assistant in the subject line. No telephone inquiries please. All electronic applications will be acknowledged upon receipt, and those candidates who best match Trinity Hall's qualifications will be contacted. *Employment application is available at https://www.trinityhallnj.org/apps/pages/careers.

Trinity Hall, in the treatment of employees and applicants for employment, is committed to a policy of equal employment opportunity and nondiscrimination. The school and its representatives follow the laws that govern hiring practices and focus fairly and consistently with every applicant on the talent, skills, and abilities needed for the job.