

St. Mary's Academy Employment Posting

Job Position: Administrative Assistant to the High School Principal

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, independent school offering rigorous academics in its co-ed lower and middle schools, and its high school for girls. St. Mary's Academy offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to Graduation.

St. Mary's Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development, and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary's Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Job Description:

St. Mary's Academy is seeking an Administrative Assistant in the high school, which is a full-time, 12-month, non-exempt position reporting to the high school principal.

Major Duties and Responsibilities:

- Adhere to and support the mission of St. Mary's Academy.
- Assisting with correspondence to the high school as well as the all-school community;
- Answering the phone and being the "voice" of the SMA high school;
- Welcoming/receiving visitors;
- Keeping the principal's calendar;
- Coordinating set up requests for all events in the high school;
- Coordinating substitute teachers for high school faculty;
- General management of the office supplies and other resources for the high school;
- Managing and recording budgets and expense reports;
- Maintaining high school files including parent forms within various databases and assure the accuracy of parent/student contact information throughout the year

- Supporting recruitment and hiring procedures;
- Coordinating student accountability through attendance
- Serving as a resource for information for parents, teachers, students and alumnae;
- Supporting the Safety Committee and assisting the implementation of security measures and emergency management procedures/drills on campus;
- Taking accurate minutes for faculty meetings
- Other tasks as assigned;

Qualifications/Requirements:

Education and qualifications should include the following:

- Bachelor's degree required;
- Strong work ethic: preferably in a non-profit organization ;
- Experience and interest in internal and external communications, working in a school atmosphere;
- Proficient in Microsoft Office (Word, Excel, and PowerPoint), Adobe Acrobat, and Social Media web platforms and Databases;
- Can handle sensitive information with the highest degree of integrity and confidentiality;
- Flexible;
- Detail-oriented and Data-driven;
- Strong writing skills;
- A sense of resonance with the St. Mary's Academy mission.

Salary/Benefits:

The pay range for this hourly position is \$20.00 - \$28.00. St. Mary's Academy provides excellent benefits, including medical, dental, and life insurance, retirement, paid time off, tuition remission, and opportunities for professional development.

How to Apply:

Interested candidates should send a cover letter and resume with the subject line, "HS Administrative Assistant to," Jobs@smanet.org No calls, please.